



**AGENDA**  
**Committee on Intergovernmental Relations**  
**City Council Conference Room, 10<sup>th</sup> Floor, City Hall**  
**Friday, May 14, 2010 – 11:00 p.m.**

Councilmember Kathie Dunbar, Chair  
Councilmember Tina Houghton, Vice Chair  
Councilmember Brian Jeffries, Member

**I. Call To Order**

**II. Roll Call**

**III. Public Comment**

**IV. Discussion/Action**

1. Northwest Initiative – Proposed Ban The Box Ordinance
2. Wireless Communication Tower at 4615 Tranter Street
3. Comparative Analysis of Municipal Budgeting
4. Receipt of Communications
  - A. Tri-County Regional Planning Commission FY 2008 Audit Report
  - B. Tri-County Regional Planning Commission FY 2007-2008 Executive Director's Annual Accomplishments
  - C. Tri-County Office on Aging Area Plan FY 2010-2012

**V. Other**

**VI. Adjourn**

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Margaret Groves  
Nick Lynch  
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Executive Director

Jessica Yorko  
Westside Commercial Association  
Program Manager

Angie Zamora

# NorthWest Initiative

1012 N. Walnut St • Lansing • MI • 48906  
Phone: (517) 999-2894 • Fax: (517) 999-2897 • www.nwlansing.

## Advocacy Re-Entry Research Outreach

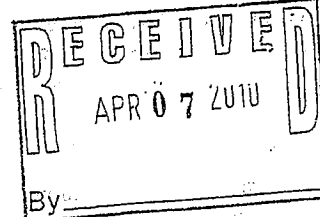
1012 N. Walnut St, Lansing, MI 48906  
517-999-2895



NorthWest  
Initiative



# AGENDA



Kathie Dunbar-Vice President  
Lansing City Council  
10<sup>th</sup> Floor- City Hall  
124 W. Michigan Ave  
Lansing, MI 48933

RE: Ban the Box Ordinance

Councilmember Dunbar:

My name is Monica Jahner, and I am an outreach worker for A.R.R.O the re entry program that is part of the Northwest Initiative neighborhood group. I am also the general public member for the Ingham County Board of Commissioners, Corrections Advisory Board.

I hope that you have had the opportunity to take a glance at the packet for the Ban The Box ordinance that Jessica Yorko presented to you. It is my hope that you will refer this to the Intergovernmental Relations committee. Attached you will find another copy and some additional literature so that you can see that Kalamazoo has passed the ordinance, as well as other cities and states through out the country.

I know that any topic about ex felons is one of major controversy, and one no one wants to even deal with. However, this ordinance would actually be beneficial to our community and keep our streets safer. The ex felon population wants a chance to prove themselves and show they can be successful. They want to contribute to the community and take care of their families and not rely on the state for funds, but doors are always shut on them. If they have no way to support themselves or their families, they become discouraged and go find a way to provide. The more that doors are shut on ex felons, the more discouraged they get and their triggers are ignited and they revert back to the behavior they really wanted to change.

If you check the felony question on any application it goes in the trash. This ordinance ONLY gives the ex felon the opportunity to get in the door and sell themselves. There are many hard working and loyal people that made a mistake, but they aren't allowed to move on with their life as they are always discriminated against. This won't take away jobs from anyone, it will only give an opportunity to have a fair chance at employment.

There are many thoughts I would love to share with you, if you would just give me that opportunity. If you would like we could sit down for coffee, or I could speak at a Council meeting if you notify me of the agenda date. I feel strongly that Lansing should be setting the example for our state, since we are the capitol. I am working to get letters of support from the Corrections Advisory Board along with the MDOC and other organizations.

Any time and consideration you can give me would be appreciated.

Monica Jahner

From the 4-19-10 Council Meeting packet

REFERRED TO THE COMMITTEE ON  
INTERGOVERNMENTAL RELATIONS

attachments

RECEIVED  
APR 15 AM 11:10  
LANSING CITY CLERK

## BAN THE BOX!!!!

We should set the example because we are the Capitol city of Michigan.  
We should lead by example!

Most employers ask for a prospective employee to disclose criminal history on the initial employment application. Some will eliminate prospective employees solely based on this disclosure even if the record is not relevant to the position or the person has rehabilitated. Also, because the questions can be confusing and correctly reading and interpreting criminal records is difficult, individuals will be denied employment based upon inaccurate information or an accusation of lying about the record when there was no intent to deceive.

### Benefits:

- Eliminates discrimination and confusion based only upon initial application.
- Does not limit ultimate access to criminal record.
- Employers save time and money by only screening otherwise-qualified applicants for criminal history.
- Increases employment opportunities for otherwise-qualified applicants.
- Does not limit initial inquiry/consideration of records for occupations where government bodies have already determined criminal record checking is necessary.

Attached you will find newspaper articles on a new ordinance that has been passed in Kalamazoo. This ordinance is known as "Ban the Box", it requires all city wide businesses to eliminate the question on employment applications that state "have you ever been convicted of a felony". By passing this ordinance, it gives ex-offender a chance to be selected for an interview. Without this ordinance ex-offenders are being unfairly weeded out of the interview stage. This ordinance would allow the ex-offender to sell themselves and their abilities to an employer, and let the employer see that they are qualified for a job; thus eliminating discrimination against ex-offenders for past mistake(s). During the interview the ex-offender would disclose his/her past convictions after demonstrating to the potential employer that he or she has the qualify skills to be hired. Allowing ex-offenders a real opportunity in the interview process for employment will give them a real chance to become gainfully employed which would prevent them from having idle time to reoffend, would be able to financially take care of their families, and become productive members of our community.

This ordinance has been passed not only in Kalamazoo but also in San Francisco, New Haven Connecticut, and other big cities, and as a law in the state of Minnesota. In Battle Creek they have approved an ordinance that now mandates that any contractors that want to place bids with the city, must first be willing to hire ex-offenders.

The Ordinance/or Law for Ban the Box would read in relevant part:

WHEREAS, it is the intent and purpose of this ordinance to assist the successful reintegration of formerly incarcerated people back into the community by removing barriers to gainful employment after their release from prison.

(a) A public employer may not inquire into or consider the criminal record or criminal history of an applicant for employment until the applicant has been selected for an interview by the employer.

(b) This section does not apply to the Department of Corrections or to the public employers who have a statutory duty to conduct a criminal history background check or otherwise take into consideration a potential employee's criminal history during the hiring process.

(c) This section does not prohibit a public employer from notifying applicants that law or the employer's policy will disqualify an individual with a particular criminal history background from employment in particular positions.

It is a violation of civil rights laws to discriminate against any class, and by allowing our employers to discriminate violates the laws of our state. We want our community to be safe, and if ex-offenders are allowed to move on with their life, they won't have the need to reoffend, they will not rely on public assistance, they will become responsible citizens. If we just give them the opportunity they will be successful.



NWI/ARRO ♦ 1012 N. Walnut St. Lansing, MI 48906 ♦ 517-999-2895 ♦ [www.nwlansing.org](http://www.nwlansing.org)



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The Ordinance/or Law for Ban the Box would read in relevant part:

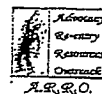
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It is a violation of civil rights laws to discriminate against any class, and by allowing our employers to discriminate violates the laws of our state. We want our community to be safe, and if ex-offenders are allowed to move on with their life, they won't have the need to reoffend, they will not rely on public assistance, they will become responsible citizens. If we just give them the opportunity they will be successful.





From: Aukerman Miriam ()  
 To: reentry workgroup: Maurice Emsellem  
 Date: Thu, January 14, 2010 1:42:08 PM  
 Subject: Ban the Box in Kalamazoo

Please see the information below regarding Kalamazoo's decision to "Ban the Box."

Congratulations to Kalamazoo, and all those involved in this effort.

Miriam

From: "Michigan Organizing Project 2010" <Michigan.Organizing.Project.2010@mail.vreso.com>  
 Date: January 14, 2010 11:03:22 AM GMT-05:00  
 To: jmkelones@earthlink.net  
 Subject: Victory for All!!!  
 Reply-To: "Michigan Organizing Project 2010" <reolv-ac59aa1da5-fa375499df-c57e@u.ots.vreso.com>

# CITY OF KALAMAZOO APPROVES "BAN THE BOX"

It's now official! The City of Kalamazoo will no longer ask about prior criminal history on its application for employment. The new policy was announced by the city manager to the City Commission on Monday, January 11.

The change comes after months of pressure from a newly formed coalition, spearheaded by the Community Workers Center (CWC) of Kalamazoo of which the Michigan Organizing Project is the convenor.

Early in 2009, the Northside Association for Community Development, a member of the CWC, held a number of workshops for people with criminal records who were seeking employment. Their initial thinking was that most of these individuals would be able to expunge their criminal records, thereby making their search for employment much easier. What they found is that the Michigan laws on expungement are so harsh and punitive, that less than one percent of people attending their workshops were eligible to even apply for expungement. They also found that existing state and federal laws prevent persons with criminal records from accessing not only jobs, but in many cases badly needed social services, even when the person had lived without further offenses for decades.

The initial response from the Community Workers Center was to contemplate a change in state law on expungement. However, we realized this would be a major undertaking, necessitating a radical change in the thinking of state legislators and a base of support throughout Michigan. While we remain committed to such an effort, we know it will take several years.

In the mean time, we have decided to work locally to remove some of the barriers against employment of ex-offenders. Our first step was to approach the City of Kalamazoo, initially by bringing the issue to the City Commission candidate forums held in October. Having won initial support at these venues, we also had conversations with City Administrators. Our biggest public event was a joint presentation by six members of the coalition to the City Commission on December 7. Speakers were very diverse, representing the African-American, Hispanic, and Anglo Communities, including several homeless people. A powerful message was delivered centered on the incredible struggles of many former offenders who have faced huge obstacles in their attempt to avoid re-offending and reintegrate into society. While many have succeeded despite all the odds against them, far too many have given up and are now homeless or back in prison. In addition, several persons who have worked alongside former offenders described the huge obstacles their clients have faced.

By the end of the evening there was a strong sense that the City of Kalamazoo needed to lead the way and "ban the box", taking the question on criminal record from their application for employment.

This change will not have immediate impact on actual hiring, in light of the fact that almost no hiring is being done at any level of government in Michigan in the current economic crisis. However, the symbolic impact of this action will be huge. The Michigan Organizing Project and other members of the coalition will continue to demand similar changes from other local units of government and eventually from the private sector.

# City asked to review hiring questions

BY GABRIELLE RUSSON

[grusson@kalamazoogazette.com](mailto:grusson@kalamazoogazette.com)  
(269) 388-8412

**KALAMAZOO** — The city of Kalamazoo should remove from its job applications questions about a person's criminal history, several people told the Kalamazoo City Commission on Monday.

Advocates said such a move would give ex-offenders a better chance to transition into the community and cut the recidivism rate.

Currently, city job applications ask people if they ever have been convicted of a

felony, a criminal misdemeanor or a drinking-and-driving offense.

"There are some very good candidates that may be overlooked because of a mistake they made," said Mattie Jordan-Woods, executive director of the Northside Association for Community Development.

Several commissioners said this was an important issue and that they wanted to move forward to support ex-offenders.

"People can change," Commissioner Don Cooney said. "They deserve another chance."

Kalamazoo City Manager Kenneth Collard said he is talk-

ing with the city's business-re-

source director about when a person's criminal background should be brought up in the hiring process.

In the past two years, the commission has taken steps to help ex-offenders get an opportunity to land work. Last summer, the commission decided that businesses seeking city contracts must certify they do not automatically exclude felons when they hire new employees.

"It's been real frustrating," said Jonathan Braun, a Kalamazoo community organizer with Michigan People's Action, who was released from prison

six years ago. "Because of my criminal background, people are like, 'You're a felon.' They don't want to hire me."

## Building sold

In other business Monday, the commission approved selling a Northside property to the Family Health Center for \$1.

The building, 1308 N. Burdick St., will become a new health-care center for dental care and behavioral health.

The city purchased the site, the former offices for Northside Association of Community Development, for \$286,000 about five years ago.

CITY OF BATTLE CREEK ORDINANCE

208.10 EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

- (a) The City shall accept bids for goods and/or services in amount of \$10,000 or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by state or federal law.
- (b) This section shall apply to all subcontractors holding subcontracts of \$10,000 or more when such subcontractors are a direct and inclusive result of a City purchase or contract of \$10,000 or more.
- (c) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees shall submit equal opportunity employment compliance documentation with their bid or proposal. Such documentation shall substantially conform to forms created by the purchasing agent which shall indicate the number of minorities, women employed by job classifications, and whether such numbers meet or exceed the relevant standard metropolitan statistical area percentage for Battle Creek or the SMSA percentage of the contractor's business address and shall include, in writing, contractors Equal Employment Opportunity Policy.
- (d) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal, its hiring policy which shall provide that a felony conviction is not an absolute

bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.

(e) Failure to submit the Equal Opportunity Employment and Felony

Conviction Re-Entry to Employment Policy documentation required by this section shall render the bid or proposal non-responsive.

## CHAPTER 59—H.F.No. 1301

*An act relating to public safety; providing for public safety, courts, and corrections, including predatory offenders regarding computer access, electronic solicitation, and training materials on dangers of predatory offenders; sex offenses; crime victims; domestic fatality review teams; courts; driver's license reinstatement diversion pilot program; corrections; study of evidence-based practices for community supervision; emergency response team; controlled substances; employment of persons with criminal records; financial crimes; unsafe recalled toys; peace officer and public safety dispatcher employment; trespass in peace officer cordoned-off areas; peace officer education; and Bureau of Criminal Apprehension Information Services; providing for boards, task forces, and programs; providing for reports; providing for penalties; amending Minnesota Statutes 2008, sections 12.03, by adding a subdivision; 13.87, subdivision 1; 84.027, subdivision 17; 122A.18, subdivision 8; 123B.03, subdivision 1; 152.02, subdivisions 6, 12; 169.71, subdivision 1; 240.08, by adding a subdivision; 243.166, subdivision 4b; 244.05, subdivision 6; 244.052, subdivision 1; 244.10, by adding a subdivision; 244.195, subdivisions 2, 3, 4; 246.13, subdivision 2; 253B.141, subdivision 1; 299A.681; 299C.115; 299C.40, subdivision 1; 299C.46, subdivision 1; 299C.52, subdivisions 1, 3, 4; 299C.53, subdivision 1; 299C.62, subdivision 1; 299C.65, subdivisions 1, 5; 299C.68, subdivision 2; 357.021, subdivision 6; 388.24, subdivision 4; 401.025, subdivision 1; 401.065, subdivision 3a; 403.36, subdivision 2, by adding a subdivision; 471.59, by adding subdivisions; 480.23; 484.91, subdivision 1; 491A.03, subdivision 1; 518.165, subdivision 5; 524.5-118, subdivision 2; 609.341, subdivision 11; 609.352, subdivision 2a; 609.605, subdivision 1; 611.272; 611A.0315, subdivision 1; 626.843, subdivisions 1, 3; 626.845, subdivision 1; 626.863; 628.26; 628.69, subdivision 6; 629.34, subdivision 1; 629.341, subdivision 1; proposing coding for new law in Minnesota Statutes, chapters 12; 181; 244; 260B; 325F; 364; 611A; repealing Minnesota Statutes 2008, sections 244.195, subdivision 5; 260B.199, subdivision 2; 260B.201, subdivision 3; 299C.61, subdivision 8; 299C.67, subdivision 3; 383B.65, subdivision 2; 403.36, subdivision 1f.*

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

## ARTICLE 1

## PREDATORY OFFENDERS AND SEX OFFENSES

Section 1. Minnesota Statutes 2008, section 243.166, subdivision 4b, is amended to read:

Subd. 4b. Health care facility; notice of status. (a) For the purposes of this subdivision, "health care facility" means a facility licensed by:

(iii) global positioning systems or navigation systems when mounted or located near the bottommost portion of the windshield; and

(iv) electronic toll collection devices; or

(3) any sign, poster, or other nontransparent material upon the front windshield, sidings, or side or rear windows of the vehicle, other than a certificate or other paper required to be so displayed by law or authorized by the state director of the Division of Emergency Management or the commissioner of public safety.

(b) Paragraph (a), clauses (2) and (3), do not apply to law enforcement vehicles.

(c) Paragraph (a), clause (2), does not apply to authorized emergency vehicles.

Sec. 6. [181.981] EMPLOYMENT OF INDIVIDUAL WITH CRIMINAL HISTORY: LIMITATION ON ADMISSIBILITY OF EVIDENCE.

Subdivision 1. Limitation on admissibility of criminal history. Information regarding a criminal history record of an employee or former employee may not be introduced as evidence in a civil action against a private employer or its employees or agents that is based on the conduct of the employee or former employee, if:

(1) the duties of the position of employment did not expose others to a greater degree of risk than that created by the employee or former employee interacting with the public outside of the duties of the position or that might be created by being employed in general;

(2) before the occurrence of the act giving rise to the civil action, a court order sealed any record of the criminal case or the employee or former employee received a pardon; or

(3) the record is of an arrest or charge that did not result in a criminal conviction.

Subd. 2. Relation to other law. This section does not supersede a statutory requirement to conduct a criminal history background investigation or consider criminal history records in hiring for particular types of employment.

EFFECTIVE DATE. This section is effective August 1, 2009, and applies to actions commenced on or after that date.

Sec. 7. Minnesota Statutes 2008, section 240.08, is amended by adding a subdivision to read:

Subd. 2a. Certain occupational licenses. -- The commission may issue a license to an applicant otherwise disqualified pursuant to subdivision 2, clause (b), for an occupation that does not involve gaming operations, security, surveillance, or the handling of pari-mutuel or card club revenues provided that the applicant has not been convicted of a felony or a crime involving fraud or misrepresentation within ten years of application, has never been convicted of a gambling-related offense, does not have a felony charge pending, has been discharged from any supervision related to the disqualifying offense for a period of at least five years, and is not required to register pursuant to section 243.166.

Sec. 8. Minnesota Statutes 2008, section 244.10, is amended by adding a subdivision to read:

Subd. 5a. Aggravating factors. (a) As used in this section, "aggravating factors" include, but are not limited to, situations where:

~~Subd. 12. Transfer equipment from current task force. All equipment possessed by the task force described in Minnesota Statutes 2004, section 299A.68, is transferred to the oversight council for use by the task force described in this section.~~

Subd. 13. Report required. By February 1 of each year, the oversight council commissioner shall report to the chairs and ranking minority members of the senate and house of representatives committees and divisions having jurisdiction over criminal justice policy and funding on the activities of the council and task force. At a minimum, this annual report must include:

(1) a description of the council's and task force's goals for the previous year and for the coming year;

(2) a description of the outcomes the council and task force achieved or did not achieve during the preceding year and a description of the outcomes they will seek to achieve during the coming year;

(3) any legislative recommendations the council or task force advisory board or commissioner has including, where necessary, a description of the specific legislation needed to implement the recommendations;

(4) a detailed accounting of how appropriated money, grants, and in-kind contributions were spent; and

(5) a detailed accounting of the grants awarded under this section.

#### Sec. 10. [325F.135] UNSAFE RECALLED TOYS; PROHIBITION ON SALE.

(a) No commercial retailer shall sell in this state a toy that the commercial retailer knows at the time of the sale has been recalled for any safety-related reason by an agency of the federal government or by the toy's manufacturer, wholesaler, distributor, or importer.

(b) For purposes of this section, "toy" means an item designed primarily for the purpose of play activity by children under the age of 12 years and "recalled" excludes corrective actions that involve safety alerts, parts replacement, or consumer repairs.

(c) This section shall be enforced under sections 325F.14 to 325F.16.

EFFECTIVE DATE. This section is effective August 1, 2009, and applies to violations occurring on or after that date.

#### Sec. 11. [364.021] PUBLIC EMPLOYMENT; CONSIDERATION OF CRIMINAL RECORDS.

(a) A public employer may not inquire into or consider the criminal record or criminal history of an applicant for public employment until the applicant has been selected for an interview by the employer.

(b) This section does not apply to the Department of Corrections or to public employers who have a statutory duty to conduct a criminal history background check or otherwise take into consideration a potential employee's criminal history during the hiring process.

(c) This section does not prohibit a public employer from notifying applicants that law or the employer's policy will disqualify an individual with a particular criminal history background from employment in particular positions.

AN ORDINANCE AMENDMENT OF THE NEW HAVEN BOARD OF ALDERMEN PROHIBITING UNFAIR DISCRIMINATION IN CITY HIRING POLICIES AGAINST PERSONS PREVIOUSLY CONVICTED AND PROVIDING A MECHANISM TO ENSURE THAT PERSONS AND BUSINESSES SUPPLYING GOODS AND/OR SERVICES TO THE CITY OF NEW HAVEN HAVE ADOPTED AND EMPLOY FAIR HIRING POLICIES AND PRACTICES THAT ARE CONSISTENT WITH THE CITY'S GOAL OF REMOVING OBSTACLES TO THE EMPLOYMENT OF PERSONS WITH PRIOR CONVICTIONS.

WHEREAS, in 2007, over 2,800 probationers resided in the City of New Haven and over 1,200 people were returned from the Connecticut Department of Corrections to the City of New Haven on parole or other form of early release; and

WHEREAS, background checks by employers have increased at a record rates, with 80% of large employers in the U.S. now screening their workers for convictions; and

WHEREAS, formerly incarcerated people represent a group of job seekers, ready to contribute and add to the work force; and

WHEREAS, research shows that lack of employment is a significant cause of recidivism; with people who are employed proving significantly less likely to be re-arrested; and

WHEREAS, the removal of obstacles to employment for people with prior convictions increases public health and safety by providing economic and social opportunities to a large group of people living in the city; and

WHEREAS, the City of New Haven has an obligation to act as a model employer to promote within itself the employment of people with prior convictions and to promote this employment to the private and non-profit sectors; and

WHEREAS the City of New Haven contracts for goods and services with hundreds of Vendors; who in turn employ thousands of employees; and

WHEREAS, the City of New Haven has a responsibility to ensure that its vendors have fair policies relating to the screening and identification of persons with prior convictions; and

WHEREAS, it is the intent and purpose of this ordinance to assist the successful reintegration of formerly incarcerated people back into the community by removing barriers to gainful employment after their release from prison; and

WHEREAS, it is the intent and purpose of this ordinance to enhance the health and security of the community by assisting people with conviction histories to reintegrate into the community and to provide for their families and themselves.



WHEREAS, it is the intent and purpose of this ordinance to ensure that the City of New Haven and its Vendors implement just and fair measures and practices when screening and identifying persons eligible for employment, regardless of whether they have had past convictions or arrests; and

WHEREAS, it is the intent and purpose of this ordinance to not have hiring policies that artificially limit the applicant pool by discouraging applicants with conviction histories from applying for city employment, which would undermine the City's goal to hire the best qualified applicants for City employment; and

NOW, THEREFORE, BE IT ORDAINED that the New Haven Code of Ordinances is amended as follows:

**Definitions.**

*Applicant* means any person considered for, or who requests to be considered for, employment by the City or by one of its Vendors.

*Awarding Authority* means any department, agency, or office of the City of New Haven that authorizes a Vendor to perform requested goods and/or services.

*City* means the City of New Haven or any department, agency, or office thereof, unless specifically excluded by this section.

*Conviction* means any sentence arising from a plea or verdict of guilty, including a sentence of incarceration, a suspended sentence, a sentence of probation or a sentence of unconditional discharge.

*Employment* means any occupation, vocation, job, or work for pay, including temporary or seasonal work, contracted work, contingent work and work through the services of a temporary or other employment agency; or any form of vocational or educational training with or without pay. Employment shall not, for the purposes of this section, include any positions at the New Haven Board of Education or membership in any sworn position.

*"Relationship to the job"* means the nature of criminal conduct for which the person was convicted has a direct and/or specific negative bearing on a person's fitness or ability to perform one or more of the duties or responsibilities necessarily related to the employment sought.

*"Otherwise Qualified"* means any Applicant who meets all other criteria for a position or consideration for a position.

*Vendor* means any vendor, contractor, or supplier of goods and/or services to the City of New Haven.

### Prohibition Against Unfair Discrimination Against Persons Previously Convicted

- (1) Except as otherwise dictated by state and federal law, the City shall not inquire about an Applicant's conviction history until after it has been determined that the Applicant is otherwise qualified for the position. City job applications shall not contain a "box" or inquiry regarding a job applicant's prior convictions.
- (2) After an applicant has been identified as otherwise qualified for the position, the City will offer a conditional offer of employment to the applicant, pending a conviction history check by the Human Resources Department. Prior to conducting any conviction history check on an Applicant, the City must provide standard written notification to the Applicant advising: (a) that a conviction history check is going to take place, (b) that he or she will have the opportunity to rebut a decision by the City should it decide to retract the conditional offer of employment, and (c) what kinds of specific evidence the Applicant can present during this rebuttal.
- (3) If, as a result of a conviction history check, the City finds a valid reason to refuse, rescind, or revoke the offer of a position to an Applicant, then the City must immediately notify the Applicant of the potential adverse employment action, and provide the Applicant with a photocopy of the conviction history report with a highlight(s) of the particular conviction(s) that relates to the job's responsibilities, thus warranting a denial of employment.
  - (a) The Applicant or current employee shall have ten (10) business days, after receipt of notice and the photocopy of the conviction history report from the City, to respond to the City regarding the conviction history report. The City shall provide the Applicant with an opportunity to present information rebutting the accuracy and/or relevance of the conviction history report, including information pertaining to any of the factors listed in sub-paragraph (4), *infra*. The City must review all information and documentation received from the Applicant prior to taking any final action as to whether to hire said Applicant.
- (4) In making a determination concerning a previous criminal conviction, the City shall consider the following factors:
  - (a) the nature of the crime and its relationship to the job for which the person has applied; and
  - (b) the information pertaining to the degree of rehabilitation of the convicted person; and
  - (c) the time elapsed since the conviction or release,
  - (d) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct;

- (e) The age of the person at the time of occurrence of the criminal offense or offenses;
  - (f) The gravity of the offense(s);
  - (g) The public policy of this City, as expressed in this chapter, to encourage the employment of persons previously convicted of one or more criminal offenses.
- (5) In no case may records of conviction which have been erased be used, distributed or disseminated, by the City or any of its agencies, or its vendors, in connection with employment, except as by dictated by law.
- (6) In order to prevent discrimination against municipal employees in accordance with federal guidelines, any information pertaining to an applicant or employee's record of conviction obtained by the Human Resources Department in conjunction with the hiring process shall remain confidential within that Department, and shall not be used, distributed or disseminated, by the City or any of its agencies, or its vendors, to any other Department, entity or individual, except as dictated by law.

#### Vendors.

- (1) The City of New Haven will do business only with Vendors that have adopted and employ conviction history policies, practices, and standards that are consistent with City standards outlined in this chapter.
- (2) The Awarding Authority shall review all Vendors' criminal history policies for consistency with City standards. The Vendors' criminal history standards will be part of the criteria to be evaluated by the City as to whether to award a City contract. Further, the City will be able to evaluate a Vendor's execution of the criminal history standards as a part of the performance criteria of said City contract(s); the Awarding Authority, in consultation with the Office of Corporation Counsel and the Community Services Administration, shall consider any Vendor's deviation from these criminal history standards as grounds for rejection, rescission, revocation, or any other termination of the contract.

#### Waiver.

Under exigent circumstances, an Awarding Authority, by its highest ranking member, in consultation with the Office of Corporation Counsel and the Community Services Administration, may grant a Vendor a waiver of the criminal history standards on a contract-by-contract basis. A written record of the waiver shall be kept on file by the Awarding Authority, the Community Services Administration and the Office of Corporation Counsel, and shall also be submitted to the City of New Haven Commission of Equal Opportunities. The written record shall include, but not be limited to: (a) a

summary of the terms of the contract, (b) the details of the Vendor's failure, or refusal to conform to the City's criminal history standards, and (c) a brief analysis of the exigency causing the grant of waiver.

No waiver may be considered perfected unless the Awarding Authority fully complies with the provisions of this sub-section.

#### **Data Collection**

Any Awarding Authority, Vendor, Applicant or other interested party may contact the Community Services Administration to report any problems, concerns or suggestions regarding the implementation, compliance and impact of these sections, and the Community Services Administration shall log every comment received with a summary of the comment and shall keep on file any written comments. Subsequent to logging any comment the Community Services Administration shall refer all complaints to the Office of the Corporation Counsel and shall notify the relevant Awarding Authority of the complaint and any further investigation that the Community Services Administration in consultation with the Office of Corporation Counsel deems necessary or appropriate.

#### **Severability.**

If any provision of these sections shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

NEW YORK CORRECTION LAW  
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

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§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

\$751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

\$752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

## City Room

December 14, 2009, 10:45 am

### In Times Square, a Billboard to Help Ex-Prisoners

By JENNIFER 8. LEE



A new billboard in Times Square is intended to help people with criminal records find jobs. Erin Farrell A

Just in time for the ball drop and the New Year's revelry is an unusual addition to the Times Square landscape: a billboard that encourages employers to hire people with criminal records.

The advertisement, which sits on top of the Westin Hotel at Eighth Avenue, between 42nd and 43rd Streets, was bought by a nonprofit group at a discount — a bargain \$15,000 for a minimum of four weeks. Usually, the billboards in Times Square go for \$35,000 for a similar period.

"It's only because of the recession" that the opportunity for the advertisement came about, said Glenn Martin, a vice president at the nonprofit group, the Fortune Society, which helps people who have been incarcerated re-enter mainstream society.

Under state law, it is illegal in most cases for employers, with the exception of law enforcement agencies, to discriminate against hiring someone solely because of a criminal record. Though the law has been in place for about three decades, it is weakly enforced, said Mr. Martin, who is himself a former offender.

The Fortune Society drafted a measure, which has since become law, requiring employers to post in the workplace notices banning discrimination against inmates and requiring that the subject of a criminal background check receive a copy of records obtained by a prospective employer.





Virg Bernero, Mayor

**OFFICE OF THE MAYOR**

9th Floor, City Hall  
124 W. Michigan Avenue  
Lansing, Michigan 48933-1694  
(517) 483-4141 (voice)  
(517) 483-4479 (TDD)  
(517) 483-6066 (Fax)

From the 4-12-10 Council Meeting Packet

REFERRED TO THE COMMITTEE ON  
DEVELOPMENT AND PLANNING AND  
REFERRED TO THE COMMITTEE ON  
INTERGOVERNMENTAL RELATIONS

TO: City Council President A'Lynne Robinson and Council Members  
FROM: Mayor Virg Bernero  
DATE: April 8, 2010  
RE: Special Land Use Permit—SLU-2-2010 – 4615 Tranter St. –  
Wireless Communication Tower

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The attached correspondence is forwarded for your review and appropriate action.

VB/rh  
Attachment



Virg Bernero, Mayor

## DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT

316 N. CAPITOL AVENUE • LANSING, MI 48933-1236 • (517) 483-4066 • FAX: (517)  
483-6036

PLANNING OFFICE  
316 N. CAPITOL AVE., SUITE D-1

April 7, 2010

Honorable Mayor Virg Bernero  
Ninth Floor, City Hall  
Lansing, MI 48933-1694

RE: SLU-2-2010, 4615 Tranter Street  
Special Land Use Permit - Wireless Communications Tower

Dear Mayor Bernero:

The Lansing Planning Board, at its regular meeting held on April 6, 2010, voted (4-0) to recommend approval of the request by Haley Law Firm on behalf of MetroPCS to construct a new 145-foot high, monopole, telecommunications tower in the rear yard at 4615 Tranter Street (CATA). The subject property is zoned "H" Light Industrial, which district permits telecommunications towers, if a Special Land Use permit is approved by the Lansing City Council.

There is an existing 145 foot tall, lattice telecommunications tower located just south of the building at 4615 Tranter Street, in plain view of the neighborhood to the west. CATA has purchased property to the south and is proposing to expand its bus storage building which will necessitate removal of the existing tower. The new tower will be located east of the existing building, as far away from the residential neighborhood as possible. Furthermore, it will be a monopole tower which can accommodate several co-locations, thereby reducing the need for more towers in the area.

The Planning Board found, based on testimony, evidence and the staff report, that the proposed special land use complies all of the criteria established by Section 1282.02(f)(1-9) of the Zoning Ordinance for granting special land use permits. Based upon this findings, the Planning Board recommended approval of SLU-2-2010 with the following conditions:

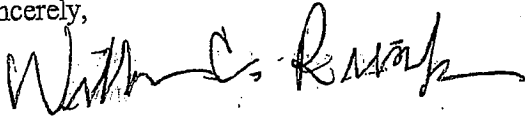
1. The proposed monopole tower shall provide for a co-location of at least 3 antennas, and
2. The tower shall not interfere with telemetry communications of local hospitals and emergency services.

Honorable Mayor Bernero  
SLU-2-2010, 4615 Tranter Street  
April 7, 2010  
Page 2

At the Planning Board public hearing held on April 6, 2010, the applicant's representative and a representative of CATA spoke in favor of the request. No other comments were received.

Following your review of this matter, please refer it to the City Council for its consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "William C. Rieske", with a stylized flourish at the end.

William C. Rieske, Secretary  
Lansing Planning Board

Attachments

**GENERAL INFORMATION**

**APPLICANT:** Haley Law Firm  
8065 E. Grand River  
Brighton, MI 48114

**OWNER:** CATA  
4615 Tranter Street  
Lansing, MI 48910

**STATUS OF APPLICANT:** Leasee

**REQUESTED ACTION:** Special Land Use permit to construct a new telecommunication tower at 4615 Tranter Street

**EXISTING LAND USE:** CATA facilities & existing telecommunication tower

**EXISTING ZONING:** "H" Light Industrial District

**PROPERTY SIZE & SHAPE:** Irregular - 6.74 acres

**SURROUNDING LAND USE:** N: Industrial  
S: Industrial  
E: Railroad/Industrial  
W: Residential

**SURROUNDING ZONING:** N: "H" Light Industrial District  
S: "H" Light Industrial District  
E: "H" Light Industrial District  
W: "A" Residential District

**MASTER PLAN DESIGNATION:** The Southeast Area Comprehensive Plan designates the subject property for light industrial land use. Tranter is designated as a local street.

**APPLICANT'S PROPOSAL:**

This is a request by Haley Law Firm on behalf of MetroPCS to construct a new 145-foot high, monopole, telecommunications tower in the rear yard at 4615 Tranter Street. The new tower will replace the existing tower at this location. The subject property is zoned "H" Light Industrial, which district permits telecommunications towers, if a Special Land Use permit is approved by the Lansing City Council.

### BACKGROUND INFORMATION

There is an existing 145 foot tall, lattice telecommunications tower located just south of the building at 4615 Tranter Street. CATA has purchased property to the south and is proposing to expand the building which will necessitate removal of the existing tower. The new cell tower ordinance encourages the removal of lattice towers and even allows them to be reconstructed as monopole towers without having to obtain a special land use permit or variance, as long as the tower is only moved 50 feet from its existing location. In this case, the tower will be moved 517 feet to the northeast of its current location in order to get it further away from the residential neighborhood to the west and to get it out of the way of any future development plans for the CATA operations. The new tower will allow for co-locations and will therefore, serve the needs of various carriers that need to obtain additional coverage.

### AGENCY RESPONSES:

#### Assessing:

#### BWL:

See attached.

#### Building Safety:

Submission of a soils investigation report in compliance with Sections 1802.1 and 1802.6 MBC 2006 Edition will be required. A geotechnical evaluation report with seal and signature must be submitted with the construction documents at the time of application for a Building Permit.

Project will be subject to the requirements contained in the building plan review as noted in the plan review letter(s).

#### Code Compliance:

#### Development:

No comment.

#### Fire Marshal:

The Fire Marshal's office does not have any issue with the submitted site plan.

#### LPD:

#### Parks & Recreation:

Forestry elements are approved.

#### Public Service:

Label the existing curb and gutter adjacent to the easements. Show the two existing detention ponds, the storm sewer network and its outlet to the two detention ponds Label these outlets as "Storm

Sewer Outlet."

Label the 9 dark circles next to the curb line adjacent next to the equipment pad.

Enlarge the catch basin symbol. They are difficult to see.

Provide copies of signed easements

Area is very close to the Wegman Drain. Submit a soil erosion and sedimentation control permit application, bond and applicable fees

Round up to the nearest whole acre..

How are the utilities to be installed in the utility easement? Provide for SESC measures.

Provide SESC measures for the existing tower demolition.

On Sheet C-1 update the Schedule of Earth Changes.

Show where silt fence is to be installed.

Provide catch basin protection for all catch basins along the parking lot's exterior curb line. Show a detail on the Drawings and locations where CB protection is to be installed.

Include a soil description. A site plan requiring a soil erosion permit will not be approved until the permit is obtained

Transportation:

No comments.

### ANALYSIS

Section 1282.03(f)(1)-(2) sets forth the criteria which must be used to evaluate a Special Land Use permit request. The criteria and evaluation are as follows.

- 1. Is the proposed special land use designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area?**

The telecommunications tower will be in harmony with the surrounding area. The proposed tower is simply replacing an existing tower with one of the exact same height but far less obtrusive to the surrounding neighborhood. The existing tower is located in plain view of the street and the residential neighborhood to the west. The new tower will be located east of the building where it will be least visible to the residential neighborhood. The base of the tower and the equipment compound area will be screened on all four sides by a wood privacy fence. Furthermore, the reconstruction of a single antenna lattice tower to a multiple antenna monopole tower will mean less towers overall in the area

The facility will be unlit and unmanned, except for occasional inspection and maintenance activities. In addition, the monopole design of the tower ensures that it will keep a relatively low profile. The design, construction, and operation should, therefore, be in harmony with the character of the surrounding area.

2. **Will the proposed special land use change the essential character of the surrounding area?**

The proposed use will not impact the essential character the surrounding area. As previously mentioned, the proposed tower is simply replacing an existing tower with one that will be able to accommodate antenna co-locations. Since it will be a monopole design, it will have a relatively innocuous impact on views, particularly since it will be located behind the building and the base of the tower will be enclosed by a wooden privacy fence.

3. **Will the proposed special land use interfere with the enjoyment of adjacent property?**

The proposed special land use should not interfere with the enjoyment of adjacent property. In fact, it will actually be an improvement to the neighborhood as described above.

4. **Will the proposed special land use represent an improvement to the use or character of property under consideration and the surrounding area in general, and will the use be in keeping with the natural environment of the lot?**

The proposed special land use does represent an improvement to the property and to the surrounding area in general. The existing tower is located where it is clearly visible to the residential neighborhood. Furthermore, it is a lattice tower which cannot accommodate antenna co-locations and is visually obtrusive. The new tower will be located behind the building, as far away from the residential neighborhood as possible and it will be a monopole tower which can accommodate several co-locations and will have less of a visual impact on the surrounding area. The tower will also allow CATA to expand its bus storage facility, thereby making its operations more efficient.

5. **Will the proposed special land use be hazardous to adjacent property or involve uses, activities, materials or equipment which are detrimental to the health, safety or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare?**

No impacts such as dust, fumes, noise, vibration, smoke, or light glare are anticipated as a result of this proposal. With the exception of emergency lighting, there will be no lighting on the tower or in the leased area, unless required by FAA. There will be no generators or air conditioning units on site as the facility is served only with electric and telephone.

In addition, the proposal will not generate any hazardous conditions. Cellular towers do not emit harmful rays that can compromise the health, safety or welfare of human beings or animals. Furthermore, should the tower fall, it is designed to crimp over on itself so it will not fall on adjoining properties

6. **Will the proposed special land use be adequately served by essential public facilities and**

services, or is it demonstrated that the person responsible for the proposed special land use is able to continually provide adequately for the services and facilities deemed essential to the special land use under consideration ?

The subject property is currently served by all necessary public services and utilities needed to accommodate a telecommunications tower. No negative comments have been received from any of the reviewing departments or agencies.

7. **Will the proposed special land use place demand on public services and facilities in excess of current capacity?**

No excessive demand on public services has been noted from any of the reviewing departments or agencies.

8. **Is the proposed special land use consistent with the intent and purpose of this Zoning Code and the objectives of any currently adopted Comprehensive Plan?**

The site is zoned "H" Light Industrial and the Comprehensive Plan designates the entire site for light industrial use. The telecommunications tower is not only for cell phone antennas, it is also used for CATA's communications needs. Therefore, it is accessory to CATA's light industrial operations which is the primary use of the site.

9. **Will the proposed special land use meet the dimensional requirements of the district in which the property is located?**

The use is consistent with the general setback requirements of the Zoning Code. The site is zoned "H" Light Industrial which has a height limitation of 120 feet. On January 14, 2010, the Lansing Board of Zoning Appeals approved a variance request to permit a height of 145 feet for the tower.

#### **OTHER**

Several years ago, when cell phone towers were first being constructed in the City, the Planning Board and BZA, as a matter of policy, developed a list of conditions for all towers in the City. What follows are the conditions and how they relate to this specific request.

1. **The tower shall be "monopole" type.**

The request is for the construction of a monopole communication tower.

2. **The proposed monopole tower provide for a co-location of antennas:**

There are no existing telecommunication towers to co-locate on in the area. The proposed tower is designed to handle at least three additional cellular carriers.



3. **The tower shall not interfere with telemetry communications of local hospitals and emergency services.**

This should be a condition of approval, even though there are no hospitals, medical facilities or emergency service agencies located near the site.

4. **Landscaping be added around the base of the tower to buffer the view of the base from surrounding properties.**

The applicant is proposing an 8-foot high wooden privacy fence around the base of the tower. Given the location of the proposed tower, this will be sufficient for screening purposes.

5. **The tower be appropriately accessible and fenced for security.**

The tower will be accessed via the 12-foot wide easement depicted on the attached site plan. The tower and the compound area for the mechanical equipment will be surrounded by an 8 foot high wood fence. The fence detail is shown on page C-4 of the site plan documents. Since the fence is over 6 feet in height, a building permit is required prior to its installation.

6. **The tower and any mechanical equipment shed be consolidated and placed in locations as far away from surrounding residential units so as to minimize the visual impact.**

The proposed tower will be relocated to an area of the site where it is no longer visible to the residential neighborhood to the west. In fact, the tower will only be visible to the industrial area to the east which is separated from the subject property by the railroad. The proposed 8 foot high wooden fence around the compound area will minimize any negative impacts on the adjoining area.

### **Wireless Communication Tower Ordinance Requirements**

The new ordinance governing cell phone towers requires the following setbacks, based upon the adjoining land uses:

	Required	Proposed
North:	108.75 feet	900 feet
South:	108.75 feet	410 feet
East:	108.75 feet	19 feet
West:	108.75 feet	430 feet

Although the applicant's proposal does not comply with the setback requirement from the east property line, the tower is proposed to be located in the best possible location on the property. The

ordinance provides for an exception to these standards when the intent of the ordinance is met. This exception can only be granted by the City Council.

The intent of the ordinance is to encourage fewer towers by permitting the types of towers that can accommodate antenna co-locations. The other goal of the ordinance is to ensure that towers have a minimal impact on adjoining uses. In this case, the tower proposed tower will be able to accommodate at least 3 co-locations and will be located behind the building, as far away from the surrounding residential uses as possible. Based upon these factors, staff recommends that Council grant the necessary exception to allow the tower in its proposed location.

The proposal complies with all other requirements of the Wireless Communications Tower ordinance.

### SUMMARY

This is a request by Haley Law Firm on behalf of MetroPCS to construct a new 145-foot high, monopole, telecommunications tower in the rear yard at 4615 Tranter Street. The new tower will replace the existing tower at this location. The subject property is zoned "H" Light Industrial, which district permits telecommunications towers, if a Special Land Use permit is approved by the Lansing City Council.

No impacts of any significance were identified with respect to traffic, public facilities, or the environment. Furthermore, the proposed tower is consistent with the dimensional requirements of the Zoning Code, with the exception of the 120 foot height limit within the "H" Light Industrial district. On January 14, 2010 the applicant was granted a variance to allow a height of 145 feet for the tower.

The proposal also complies with all aspects of the newly adopted Wireless Communication Tower Ordinance, with the exception of the setback from the east property line. Staff is recommending that Council approve the reduced setback based on a finding that the proposed location is consistent with the intent and purpose of the ordinance as described above.

The proposal complies with all of the criteria of Section 1282.03(f)(1)-(9) of the *Zoning Code* for evaluating Special Land Use permits.

1. The proposed Special Land Use will be harmonious with the character of adjacent properties and surrounding uses.
2. The proposed Special Land Use will not change the essential character of the surrounding properties.
3. The proposed Special Land Use will not interfere with the general enjoyment of adjacent properties.
4. The proposed Special Land Use does represent an improvement to the lot as it currently exists.
5. The proposed Special Land Use will not be hazardous to adjacent properties.

6. The proposed Special Land Use can be adequately served by public services and utilities.
7. The proposed Special Land Use will not place any demand on public services and facilities in excess of current capacities.
8. The proposed Special Land Use is consistent with the designations of the Zoning Code and the Southeast Area Comprehensive Plans.
9. The proposed Special Land Use will comply with the dimensional requirements of the Zoning Ordinance.

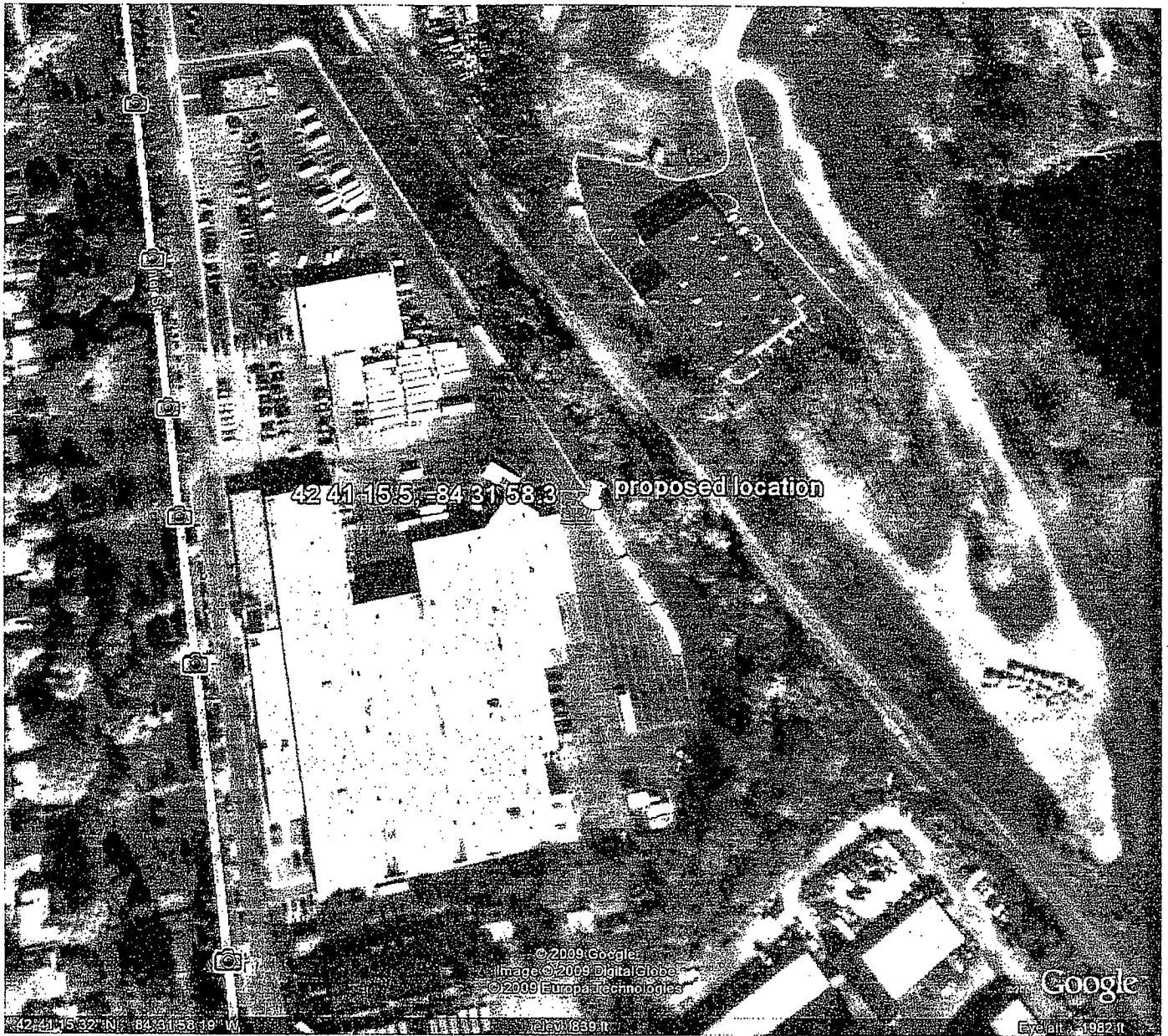
### RECOMMENDATION

Staff recommends approval of SLU-2-2010, a special land use permit to allow a 145' high telecommunications tower at 4615 Tranter Street, based upon the findings of fact as outlined in this staff report, with the following conditions:

1. The proposed monopole tower shall provide for a co-location of at least 3 antennas, and
2. The tower shall not interfere with telemetry communications of local hospitals and emergency services.

**Respectfully Submitted,**

**Susan Stachowiak**  
**Zoning Administrator**



42 41 15 5 -84 31 58 3 proposed location

© 2009 Google  
Image © 2009 DigitalGlobe  
© 2009 Europa Technologies

Google

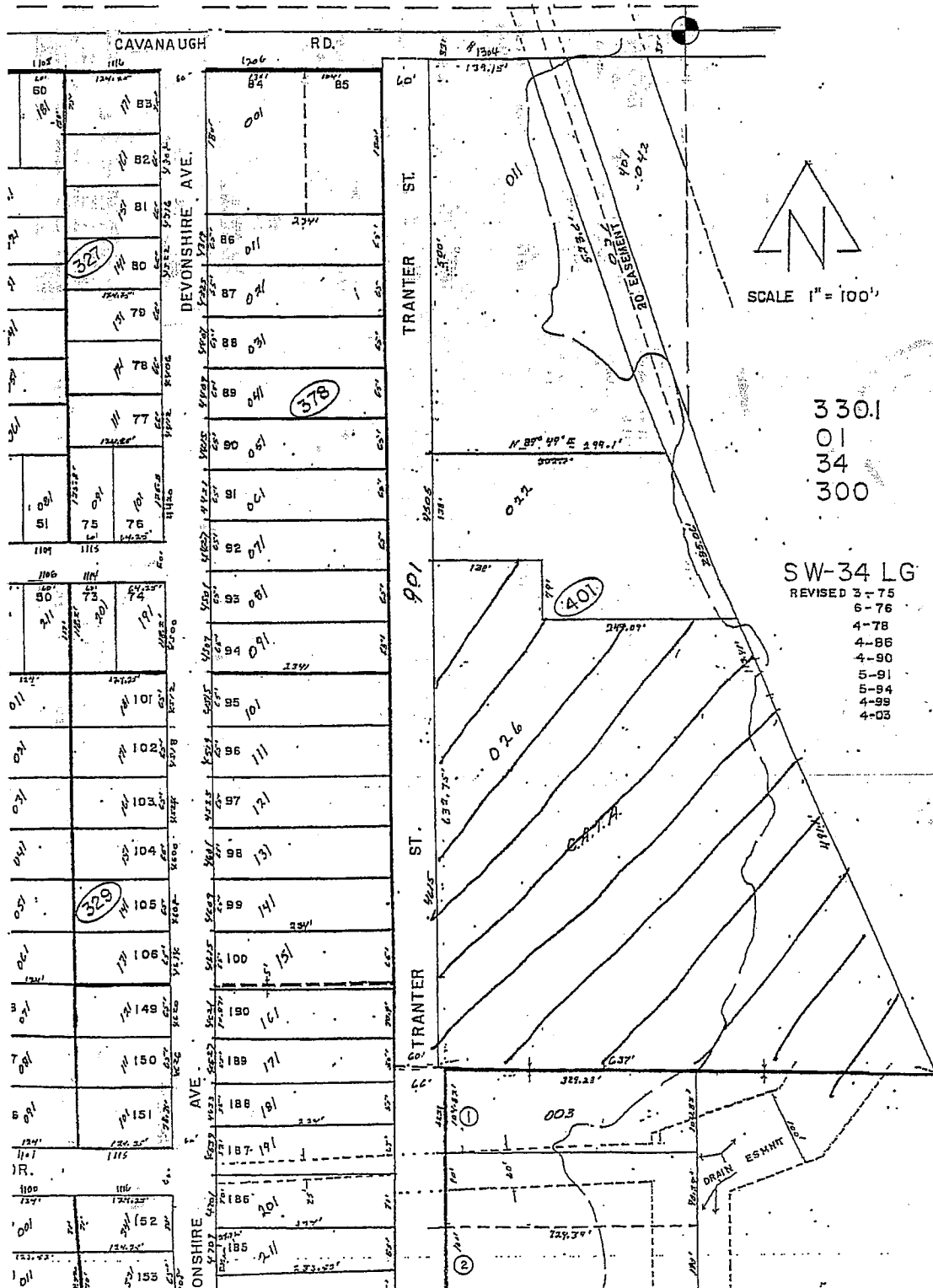
42 41 15 32 N 84 31 58 19 W

Alt: 1839 ft

Eye alt: 1982 ft

↑  
North

# Site Location Map



SCALE 1" = 100'

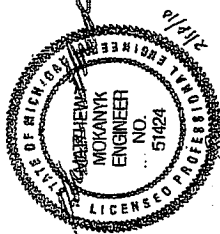
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4-78  
4-86  
4-90  
5-91  
5-94  
4-99  
4-03

# metroPCS

## LAN2323D / CATA

STREET ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910



### PROJECT DIRECTORY

**SURVEYOR**  
LANDTECH PROFESSIONAL SURVEYING & ENGINEERING  
1275 MCGREGOR WAY, PO BOX 193  
GRAWIN, MI 49637  
(231) 943-0050  
CONTACT: MATTHEW MOKANYK, P.S., P.E.

**CIVIL ENGINEER**  
LANDTECH PROFESSIONAL SURVEYING & ENGINEERING  
1275 MCGREGOR WAY, PO BOX 193  
GRAWIN, MI 49637  
(231) 943-0050  
CONTACT: MATTHEW MOKANYK, P.S., P.E.

**ELECTRICAL ENGINEER**  
TO BE DETERMINED  
POWER SERVICE PROVIDER  
LANSING BOARD OF WATER AND LIGHT  
517-371-6006

**TELEPHONE SERVICE PROVIDER**  
AT&T  
800-660-3000

**METROPCS CONSTRUCTION MANAGER**  
GARY CATALANO  
(734) 444-0100

Know what's below.  
Call before you dig.

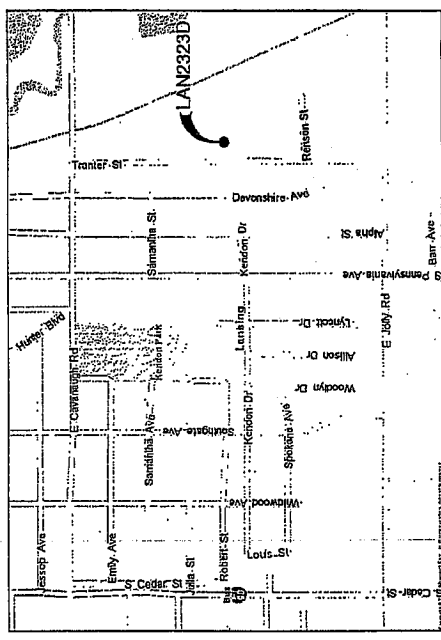


THIS LOG, CREATING ONLY THE CONVEYING RECORD AND RELATED RECORDS, IS NOT A SURVEY. IT IS A RECORD OF THE LOCATION OF UTILITIES AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. NO LIABILITY SHALL BE ASSUMED FOR ANY DAMAGE TO PERSONS OR PROPERTY CAUSED BY THE USE OF THIS LOG. THE USER OF THIS LOG SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS LOG SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS LOG SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

### DRAWING INDEX

**T-1 TITLE SHEET**  
**N-1 GENERAL NOTES**  
**S-1 PARCEL PLAN**  
**S-2 SURVEY PLAN**  
**S-3 SURVEY PLAN**  
**S-4 SURVEY PLAN**  
**C-1 ENLARGED SITE PLAN & SOIL EROSION CONTROL**  
**C-2 TOWER ELEVATION & PLATFORM DETAILS**  
**C-3 ANTENNA DETAILS & SPECIFICATIONS**  
**C-4 FENCE & ICE BRIDGE DETAILS**  
**C-5 BASE PLENUM DETAILS**  
**C-6 CONCRETE SLAB / EQUIPMENT DETAILS**  
**C-7 BATTERY CABINET DETAILS**  
**E-1 ELECTRICAL DETAILS**  
**E-2 GROUNDING PLAN & NOTES**  
**E-3 GROUNDING SCHEMATIC**  
**E-4 GROUNDING DETAILS**

### LOCATION MAP



### Directions To Site

FROM I-96, TAKE US-127 NORTH EXIT NORTH TO JOLLY ROAD EXIT; LEFT ON DUNKLE DRIVE, ROAD TURNS SOUTH; TURN RIGHT ON JOLLY ROAD AND HEAD WEST FOR 1.0 MILE; TURN RIGHT AND HEAD NORTH ON TRANTER AVENUE FOR 0.25 MILE. SITE IS ON THE RIGHT (EAST) SIDE OF THE ROAD.

### APPROVALS

METROPCS DATE  
LANDLORD DATE  
SITE ACQUISITION DATE  
CONSTRUCTION DATE  
RF OPERATIONS DATE  
RF ENGINEER DATE

### PROJECT INFORMATION

**PROPERTY OWNERS:**  
CATA  
4615 TRANTER STREET  
LANSING, MI 48910  
CONTACT: GARY CATALANO  
(734) 444-0100

**DEVELOPER / APPLICANT:**  
METROPCS  
28505 SCHOOLCRAFT ROAD  
LIVONIA, MI 48150  
CONTACT: GARY CATALANO  
(734) 444-0100

**PROPERTY LEASE:**  
METROPCS  
THIS FACILITY IS AN UNOCCUPIED TELECOMMUNICATIONS FACILITY, CONSISTING OF TOWER MOUNTED ANTENNAS AND EQUIPMENT CABINETS ON A CONCRETE SLAB.

**SQUARE FOOTAGE:**  
METROPCS LEASE AREA: 400 SQ. FT.

**TYPE OF CONSTRUCTION**  
STRUCTURE TYPE: PROPOSED 140' MONOPOLE TOWER  
PROPOSED 10'x16' OUTDOOR CONCRETE SLAB

**ANTENNA COORDINATES:**  
LATITUDE: 42° 41' 15.5"N 42.6876°N  
LONGITUDE: 84° 31' 58.3"W 84.5329°W  
RAD CENTER: 140' (AGL)

**PARCEL NUMBER (TAX ID):**  
33-01-01-34-401-026

**PARKING REQUIREMENTS:**  
ADDITIONAL PARKING REQUIRED: NONE  
EXISTING PARKING MODIFICATIONS: NONE

**OCCUPANT LOAD:**  
UNOCCUPIED  
LAND USE ZONE: H - LIGHT INDUSTRIAL

### CODE COMPLIANCE

ALL CODES AND ORDINANCES SHALL BE REFERENCED HEREIN TO THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE CITY OF LANSING, MI. THESE CODES ARE TO BE CONSIDERED TO BE THE MOST RECENT EDITIONS OF THE FOLLOWING CODES. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

# metroPCS

28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV.	DATE	DESCRIPTION	BY	CHKD
0	07/26/09	PRELIMINARY	W/A	W/A
1	07/26/09	REVISED TO ADD LANSING	GC	GC
2	07/26/09	REVISED TO ADD LANSING	GC	GC
3	07/26/09	REVISED TO ADD LANSING	GC	GC
4	07/26/09	REVISED TO ADD LANSING	GC	GC
5	07/26/09	REVISED TO ADD LANSING	GC	GC
6	07/26/09	REVISED TO ADD LANSING	GC	GC

NOTE: THESE DRAWINGS ARE TO SCALE WITH THE EXCEPT WHERE NOTED OTHERWISE. REFER TO GRAPHIC SCALES ON REPRODUCTIONS.



**LANDTECH**  
Professional Surveying & Engineering  
28505 SCHOOLCRAFT ROAD  
LIVONIA, MI 48150  
TEL: (734) 444-0100  
WWW.LANDTECHMI.COM

METROPCS SITE #:  
LAN2323D

SITE NAME:  
CATA

SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

Sheet Title:

TITLE SHEET

Sheet Number:

T-1







28505 SCHOOLCRAFT ROAD,  
BUILDING 5  
LIVONIA, MI 48150

4. WORKSHEET PROJECT - IMPROVE		08/35621	
REV	DATE	DESCRIPTION	BY
0	03/27/09	PRELIMINARY	AK
1	03/27/09	PRELIMINARY CD	AK
1	06/17/09	REVIEW AND ELECTION	GP
2	06/17/09	SYSTEM AND ELECTION	GP
3	11/10/09	TEST, ELECTION	GP
4	11/23/09	READY TO MARK SERVICE	GP
5	11/23/09	FINAL CD	GP
6	02/17/10	RECEIVED ELECTION	GP

NOTE: THESE DRAWINGS ARE TO SCALE  
WHEN PLOTTED ON 11"x17" SHEETS.  
REFER TO GRAPHIC SCALES ON  
REPRODUCTIONS.



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[www.loftersurveyors.com](http://www.loftersurveyors.com)

METROPOLIS SITE #:

LAN2323D

SITE NAME: CATA

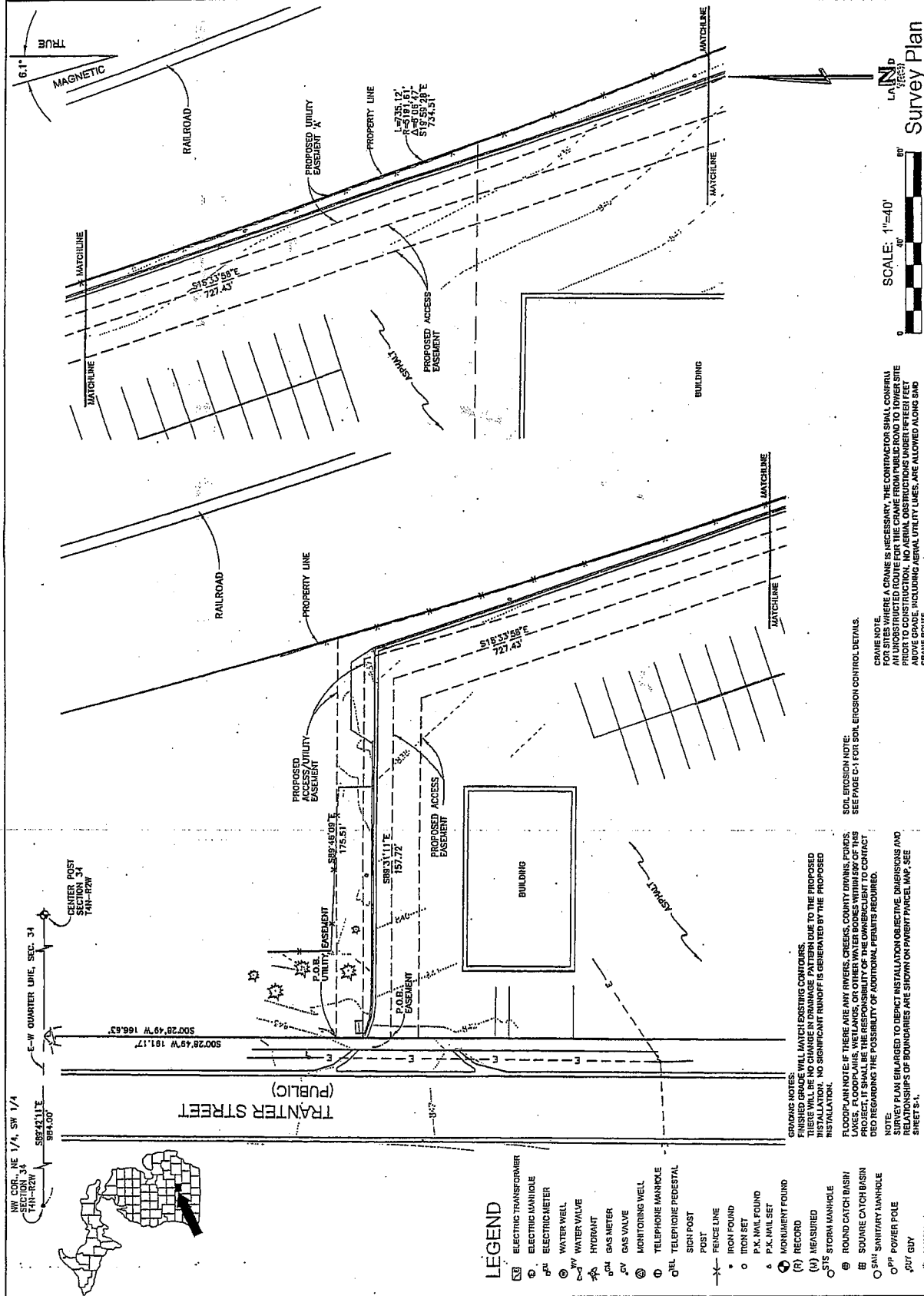
**SITE ADDRESS:**  
4615 TRANTER STREET  
LANSING, MI 48910

Sheet Title:

## SURVEY PLAN

Sheet Number:

S-2



28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

LAURENCE PROJECT NUMBER:		0835621	
REC	DATE	DESCRIPTION	BY
0	03/26/09	PRELIMINARY LC	1/A
1	11/20/09	PRELIMINARY CD	1/A
1	07/13/10	REVISED MAP AND EXHIBIT	CC
2	06/11/10	REVISED MAP AND EXHIBIT	CC
3	11/10/09	USDC COMMENTS	JAU
4	11/23/09	TO BEAD OFFICE	JAU
5	11/23/09	THRU CH	YCH
6	02/26/10	NEW EXHIBIT EXHIBIT	Y

NOTE: THESE DRAWINGS ARE TO SCALE  
WHEN PLOTTED ON 11"x17" SHEETS.  
REFER TO GRAPHIC SCALES ON  
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214.462.0697 FIDUCIE = 100.0% 371.530.1140  
www.landtechsurveying.com

METROPOLIS SITE #:  
LAN2323D

SITE NAME: CATA

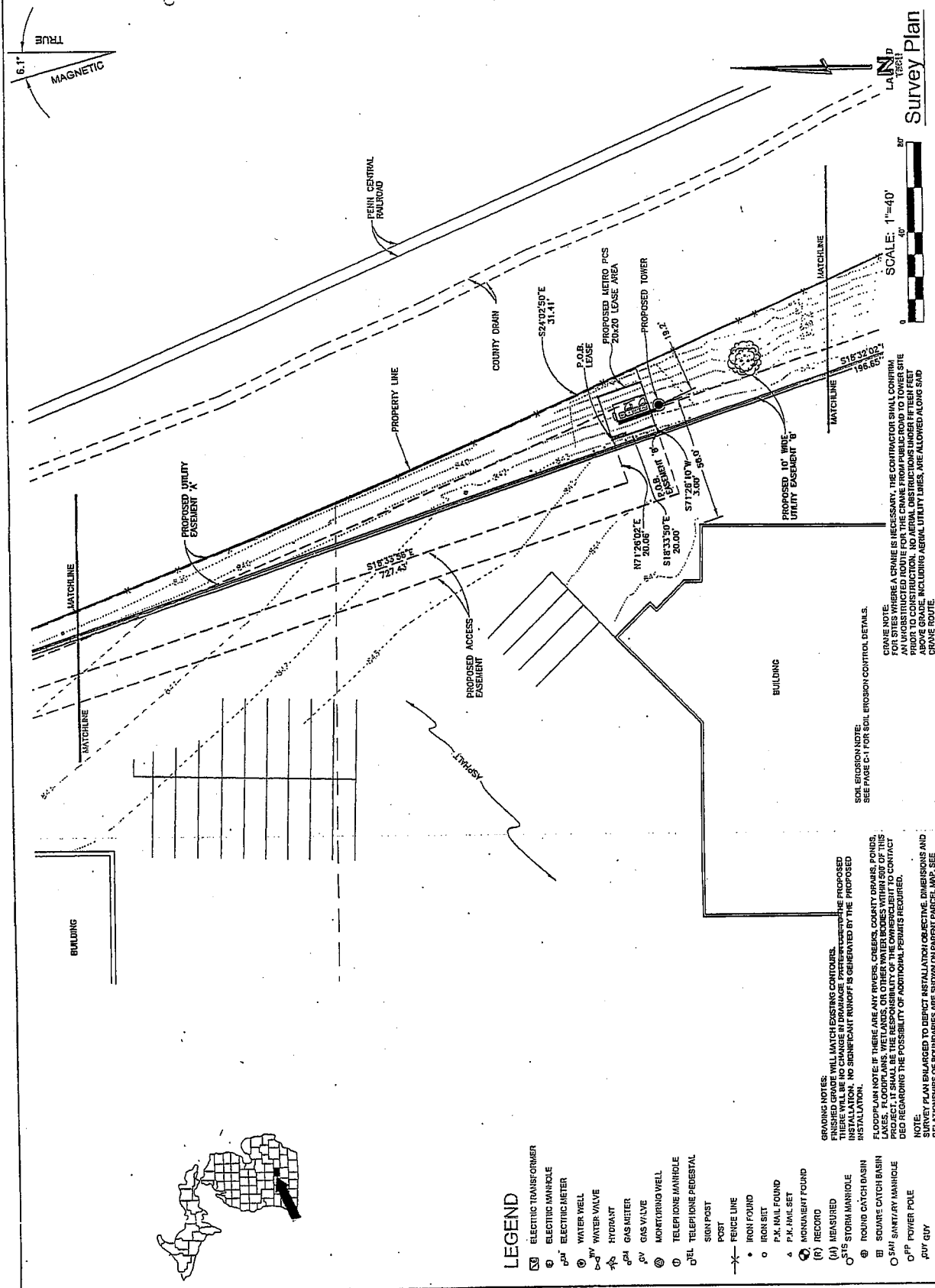
**SITE ADDRESS:**  
4615 TRANTER STREET  
LANSING, MI 48910

**Sheet Title:**

## SURVEY PLAN

Sheet Number:

5-3



28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV.	DATE	DESCRIPTION	REV	BY
0	03/15/08	PRELIMINARY I/E	N/A	TCL
1	06/17/08	PERMITS AND EASEMENTS	CC	PCP
2	07/21/09	REVISED PERMITS	CC	SHAW
3	11/16/09	ISSUE COMMENTS	10	JPD
4	11/23/09	CONTRACT TO ORDER BIDDING	10	JPD
5	11/23/09	FINAL CDS	CU	TCL
6	02/16/10	ISSUE BIDDING EASEMENTS	10	JPD

NOTE: THESE DRAWINGS ARE TO SCALE  
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731-933-0050 FIVE 0 TOLL FREE 877-526-0490  
[www.landtechsurveyors.com](http://www.landtechsurveyors.com)

METROPOLIS SITE #:  
LAN2323D  
SITE NAME:  
CATA

**SITE ADDRESS:**  
4615 TRANTER STREET  
LANSING, MI 48910

**Sheet Title:**

## SURVEY PLAN

Sheet Number:

35

SOIL EROSION NOTE:  
SEE PAGE C-1 FOR SOIL EROSION CONTROL DETAILS.

GRADING NOTES:  
FINISHED GRADE WILL MATCH EXISTING CONTOURS.  
THERE WILL BE NO CHANGE IN DRAINAGE PATTERN DUE TO THE PROPOSED  
INSTALLATION. NO SIGNIFICANT RUNOFF IS GENERATED BY THE PROPOSED  
INSTALLATION.

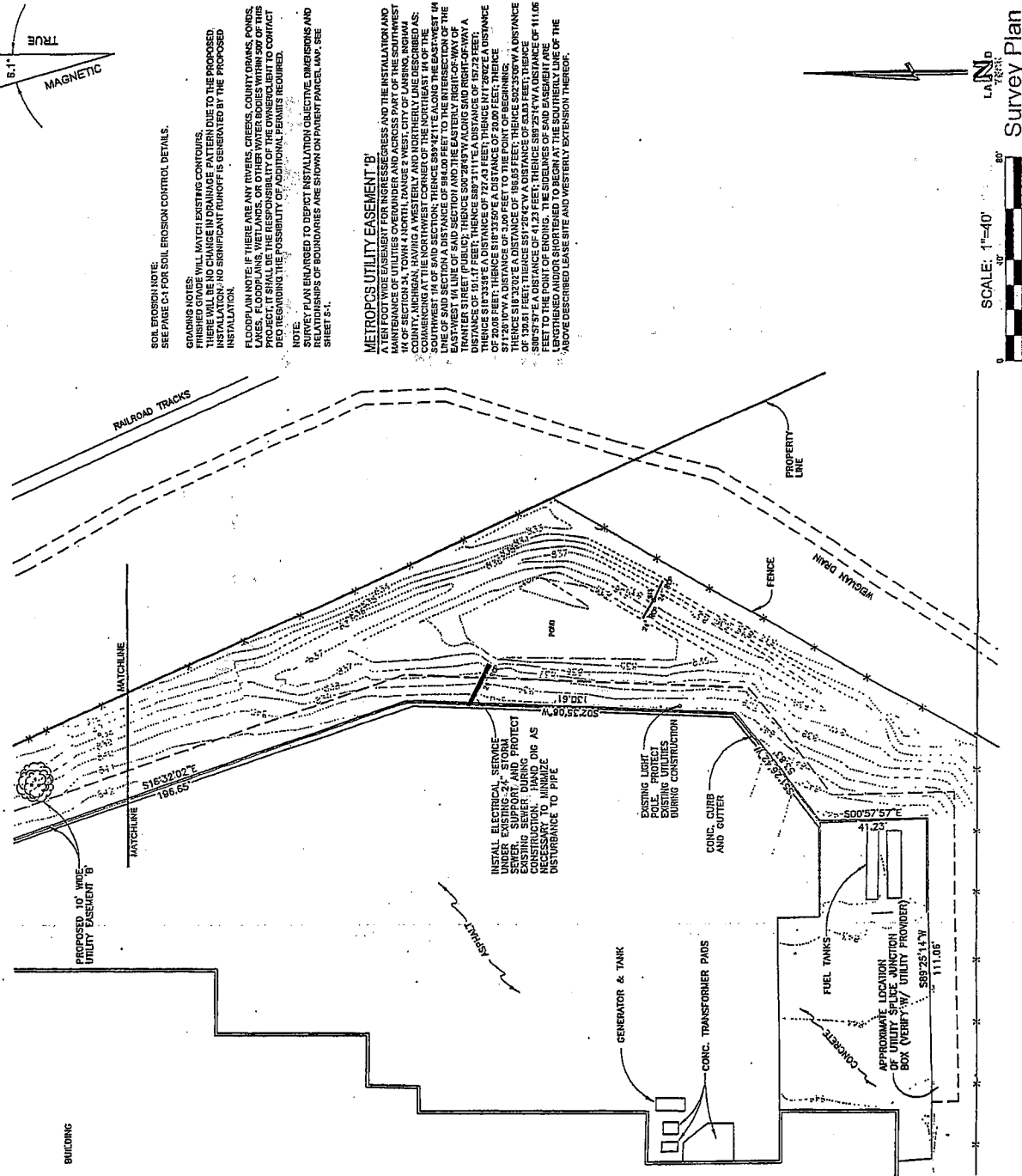
FLOODPLAIN NOTE: IF THERE ARE ANY RIVERS, CREEKS, COUNTRY DRAINS, PONDS, LAKES, FLOODPLAINS, WETLANDS, OR OTHER WATER BODIES WITHIN 500' OF THIS PROJECT, IT SHALL BE THE RESPONSIBILITY OF THE OWNER/CLIENT TO CONTACT THE APPROPRIATE AGENCIES TO OBTAIN THE NECESSARY PERMITS AND TO OBTAIN ADEQUATE INSURANCE COVERAGE REGARDING THE POSSIBILITY OF ADDITIONAL PERMITS REQUIRED.

NOTE:  
SURVEY PLAN ENLARGED TO DEPICT INSTALLATION OBJECTIVE DIMENSIONS AND  
RELATIONSHIPS OF BOUNDARIES ARE SHOWN ON PARENT PARCEL MAP. SEE  
SHEET S-1.

METROPOLIS UTILITY EASEMENT 'B'

[illegible]

BOVE DESCRIBED LEASE SITE AND WESTERLY EXTENSION THEREOF.




























SCALE: 1"=40'

03 40

Survey P  
LA N<sup>D</sup>  
2000-2001

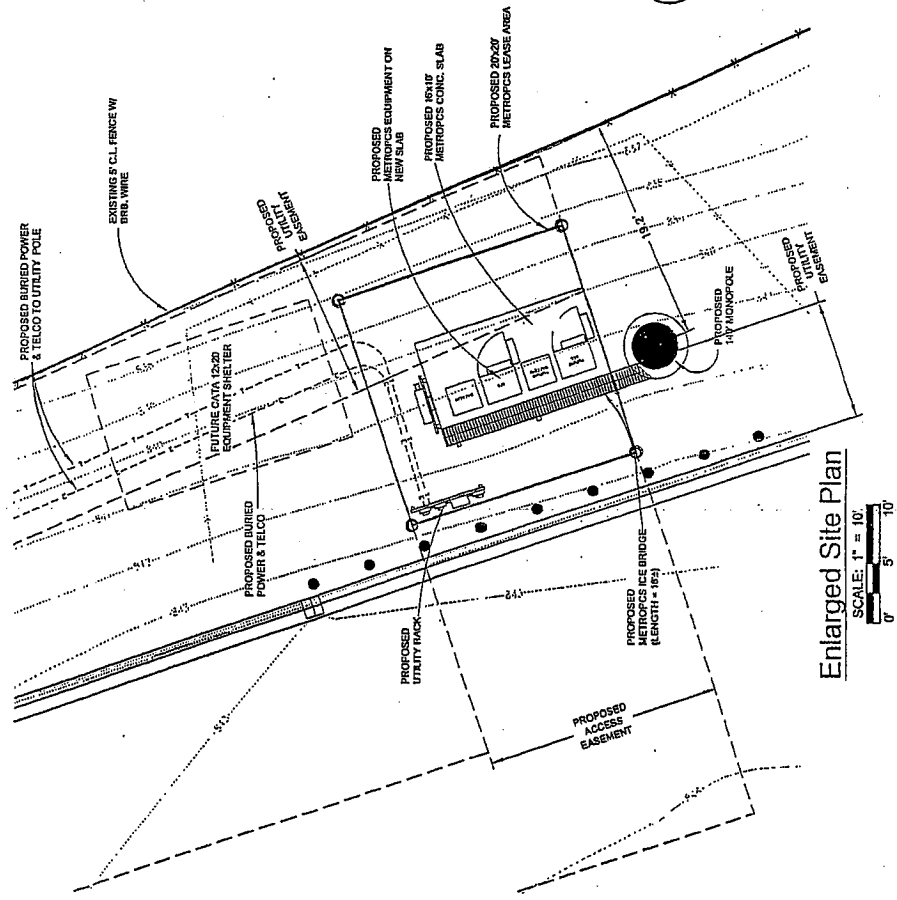
## Survey Plan

### LEGEND

- |   |                      |   |                |   |            |   |             |   |         |   |           |   |           |   |                 |   |                   |   |                    |   |           |   |            |   |            |   |                 |   |               |   |                |   |        |   |          |   |               |   |                   |   |                    |   |                  |   |            |   |     |   |            |
|---|----------------------|---|----------------|---|------------|---|-------------|---|---------|---|-----------|---|-----------|---|-----------------|---|-------------------|---|--------------------|---|-----------|---|------------|---|------------|---|-----------------|---|---------------|---|----------------|---|--------|---|----------|---|---------------|---|-------------------|---|--------------------|---|------------------|---|------------|---|-----|---|------------|
|  | ELECTRIC TRANSFORMER |  | ELECTRIC METER |  | WATER WELL |  | WATER VALVE |  | HYDRANT |  | GAS METER |  | GAS VALVE |  | MONITORING WELL |  | TELEPHONE MANHOLE |  | TELEPHONE PEDESTAL |  | SIGN POST |  | FENCE LINE |  | IRON FOUND |  | P.K. NAIL FOUND |  | P.K. NAIL SET |  | MONUMENT FOUND |  | RECORD |  | MEASURED |  | STORM MANHOLE |  | ROUND CATCH BASIN |  | SQUARE CATCH BASIN |  | SANITARY MANHOLE |  | POWER POLE |  | GUY |  | LIGHT POLE |
|---|----------------------|---|----------------|---|------------|---|-------------|---|---------|---|-----------|---|-----------|---|-----------------|---|-------------------|---|--------------------|---|-----------|---|------------|---|------------|---|-----------------|---|---------------|---|----------------|---|--------|---|----------|---|---------------|---|-------------------|---|--------------------|---|------------------|---|------------|---|-----|---|------------|

NOTE: COAX ROUTING PER STRUCTURAL REPORT SUPERCEDES THESE DRAWINGS.

SCHEDULE OF EARTH CHANGES:  
INSTALL SILT FENCE AND SEDIMENT BLANKETS (IF NECESSARY) 9-22-08.  
CONSTRUCTION COMMENCEMENT AND GRADING 10-01-08.  
SITE CLEAN UP AND SEEDING 11-17-08.  
MAINTENANCE OF PERMANENT EROSION CONTROL MEASURES ARE THE RESPONSIBILITY OF THE OWNER. CONTACT GARY CATALANO AT (734) 444-0100.



LEGEND

- ① ELECTRIC TRANSFORMER
- ② ELECTRIC MANHOLE
- ③ ELECTRIC METER
- ④ WATER WELL
- ⑤ WATER VALVE
- ⑥ HYDRANT
- ⑦ GAS METER
- ⑧ GAS VALVE
- ⑨ MONITORING WELL
- ⑩ TELEPHONE MANHOLE
- ⑪ TELEPHONE PEDESTAL
- ⑫ SIGN POST
- ⑬ FENCE LINE
- ⑭ IRON FOUND
- ⑮ P.K. NAIL FOUND
- ⑯ P.K. NAIL SET
- ⑰ MONUMENT FOUND
- ⑱ RECORDED
- ⑲ MEASURED
- ⑳ STORM MANHOLE
- ㉑ ROUND CATCH BASIN
- ㉒ SQUARE CATCH BASIN
- ㉓ SANITARY MANHOLE
- ㉔ POWER POLE
- ㉕ GUY
- ㉖ LIGHT POLE

GRADING NOTES:  
FINISHED GRADES WILL MATCH EXISTING CONTOURS (NO GRADING PROPOSED).  
THERE WILL BE NO CHANGE IN DRAINAGE PATTERN DUE TO THE PROPOSED INSTALLATION.  
NO SIGNIFICANT RUNOFF IS GENERATED BY THE PROPOSED INSTALLATION.



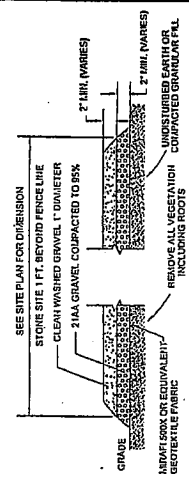
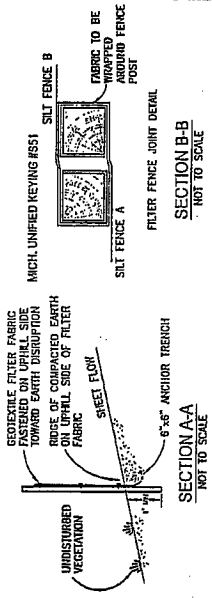
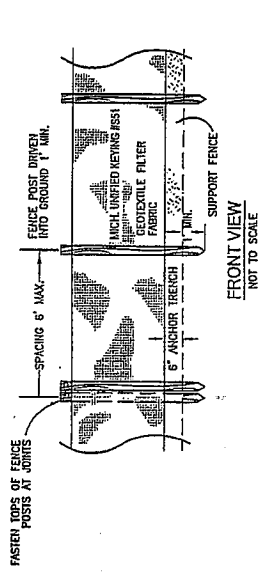
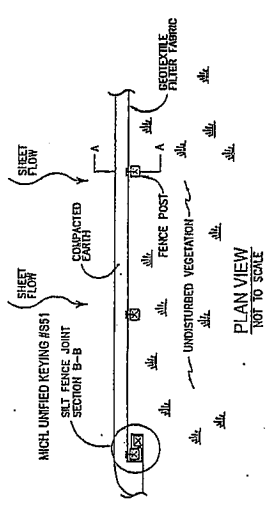
Know what's below.  
Call before you dig.

Enlarged Site Plan

SCALE: 1" = 10'

NOTE:  
FOR SITES WHERE A CRANE IS NECESSARY, THE CONTRACTOR SHALL CONFIRM AN UNOBSTRUCTED ROUTE FOR THE CRANE FROM PUBLIC ROAD TO TOWER SITE PRIOR TO CONSTRUCTION. NO OVERHUNG STRUCTURES UNDER FIFTY FEET ABOVE GRADE, INCLUDING UTILITY LINES, ARE ALLOWED ALONG SIB CRANE ROUTE.

SOIL EROSION NOTE:  
SEE PAGE 51 FOR SOIL EROSION CONTROL DETAILS.



Site Compound Detail (if req'd)

metroPCS

28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV	DATE	DESCRIPTION	BY	CHK
0	01/14/09	PROJECT START	1/14	1/14
1	07/14/09	REVISED AND LOCATED	DC	1/14
2	09/14/09	REVISED AND LOCATED	DC	09/14
3	11/14/09	LOC. CORRECTIONS	TE	11/14
4	11/12/09	REVISIT TO SITE	TE	11/12
5	11/23/09	REVISIT TO SITE	TE	11/23
6	11/23/09	REVISIT TO SITE	TE	11/23
7	11/23/09	REVISIT TO SITE	TE	11/23
8	11/23/09	REVISIT TO SITE	TE	11/23
9	11/23/09	REVISIT TO SITE	TE	11/23
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98	11/23/09	REVISIT TO SITE	TE	11/23
99	11/23/09	REVISIT TO SITE	TE	11/23
100	11/23/09	REVISIT TO SITE	TE	11/23

NOTE: THESE DRAWINGS ARE TO SCALE  
WITH PLOTTED ON 11"x17" SHEETS.  
REPRODUCTION SCALES ON  
REPRODUCTIONS.



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www.landtechsurvey.com

METROPCS SITE #:  
LANC2323D  
SITE NAME:  
CATA

SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

Sheet Title:  
**ENLARGED SITE  
PLAN**

Sheet Number:  
C-1

# metrolPCS

28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV.	DATE	DESCRIPTION	BY
0	03/24/03	PRELIMINARY	11/1
1	03/24/03	REVISED RAS AND CEMENT	11/1
2	03/24/03	REVISED RAS AND CEMENT	11/1
3	11/19/03	REVISED RAS AND CEMENT	11/1
4	11/19/03	REVISED RAS AND CEMENT	11/1
5	11/19/03	REVISED RAS AND CEMENT	11/1
6	02/18/04	REVISED RAS AND CEMENT	11/1

NOTE: THESE DRAWINGS ARE TO SCALE  
WHEN PLOTTED ON 11"x17" SHEETS.  
REPRODUCTIONS.



**LANDTECH**  
Professional Surveying & Engineering  
1400 W. WATKINS PARKWAY, SUITE 200  
ANN ARBOR, MI 48106  
PHONE: 734.769.1100 FAX: 734.769.1101  
WWW.LANDTECHSURVEYING.COM

METROPCS SITE #:

LAN2323D

SITE NAME:

CATA

SITE ADDRESS:

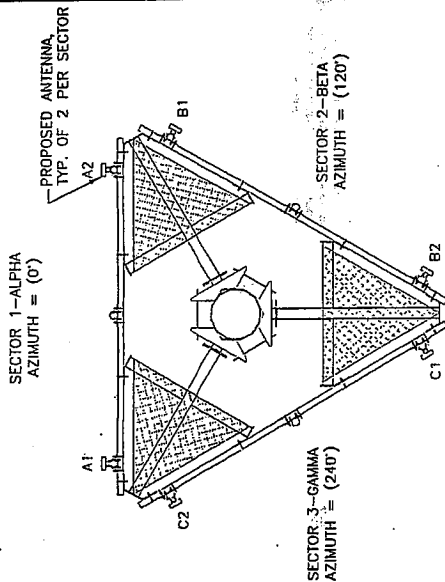
4615 TRANTER STREET  
LANSING, MI 48910

SHEET TITLE:

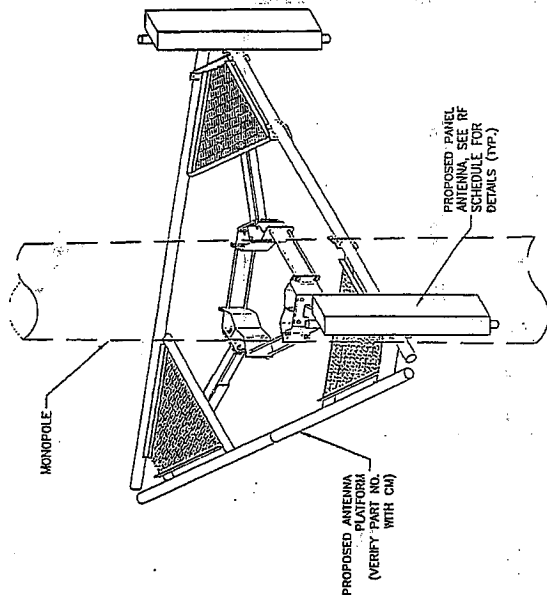
**TOWER ELEVATION  
& PLATFORM  
DETAILS**

Sheet Number:

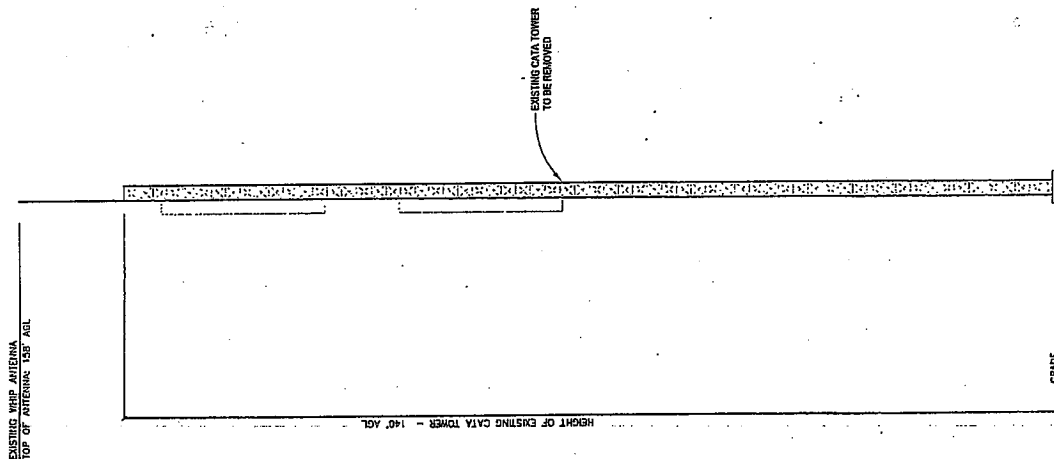
C-2



**PROPOSED ANTENNA LAYOUT**  
NOT TO SCALE

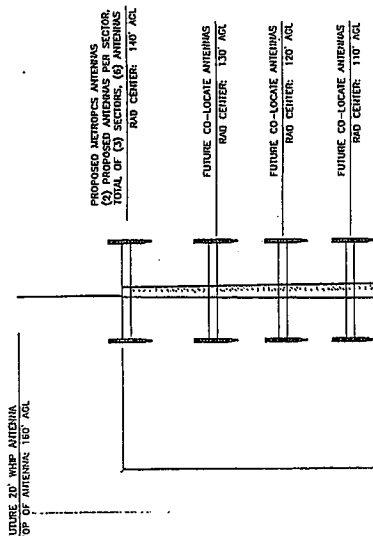


**ANTENNA PLATFORM**  
NOT TO SCALE



**CATA Tower Elevation**  
NO SCALE

NOTE: COAX ROUTING PER STRUCTURAL REPORT SUPERCEDES THESE DRAWINGS.



**TOWER ELEVATION VIEW**  
NOT TO SCALE

28505 SCHOOLCRAFT ROAD,  
BIRMINGHAM  
LIVONIA, MI 48150

0835621

REV	DATE	DESCRIPTION	BY	CHK
1	01/27/99	ISSUED FOR PERMITS	JWA	TCU
2	01/27/99	ISSUED FOR PERMITS	JWA	TCU
3	01/27/99	ISSUED FOR PERMITS	JWA	TCU
4	01/27/99	ISSUED FOR PERMITS	JWA	TCU
5	01/27/99	ISSUED FOR PERMITS	JWA	TCU
6	01/27/99	ISSUED FOR PERMITS	JWA	TCU

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REPRODUCTIONS OF THESE DRAWINGS  
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METROPCS SITE #:  
LAN2323D  
SITE NAME:  
CATA  
SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

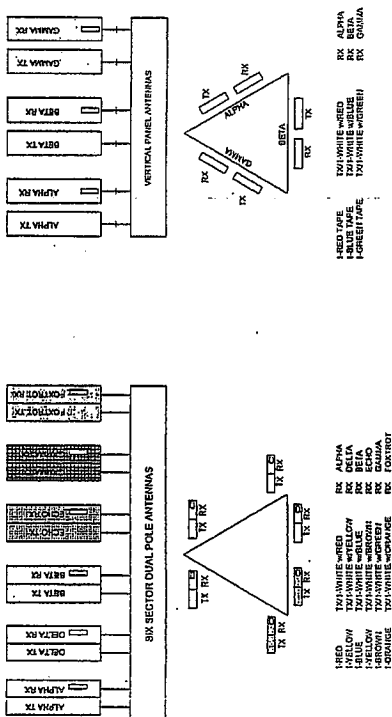
Sheet Title:  
**ANTENNA DETAILS  
& SPECIFICATIONS**

Sheet Number:  
C-3

ANTENNA SPECIFICATIONS									
ANTENNA SECTOR	AZIMUTH IN DEGREES	DOWN-TILT	EDT	MDT	ADJ	QTY.	MAKE	MODEL	CABLES
SECTOR 1	0°	0°	0	0	0	2	ANDREW	UWV0-0318-KDA	15'-0" 1'-58"
SECTOR 2	120°	0°	0	0	0	2	ANDREW	UWV0-0318-KDA	15'-0" 1'-58"
SECTOR 3	240°	0°	0	0	0	2	ANDREW	UWV0-0318-KDA	15'-0" 1'-58"

- COAX CABLE AND ANTENNA NOTES:**
- SEE DRAWING A-1 FOR SITE LAYOUT.
  - ALL THREE ADDED STRUCTURAL FASTENERS FOR ANTENNA SUPPORT ASSEMBLIES SHALL CONFORM TO ASTM A307 OR ASTM A325. ALL STRUCTURAL FASTENERS FOR STRUCTURAL STEEL FRAMING SHALL CONFORM TO ASTM A325. FASTENERS SHALL BE 5/8" DIA. BEARING TYPE CONNECTIONS WITH THREADS EXCLUDED FROM THE PLANE. ALL EXPOSED FASTENERS, NUTS, AND WASHERS SHALL BE GALVANIZED UNLESS OTHERWISE NOTED. CONCRETE EXPANSION ANCHORS SHALL BE HILTI HYKID BOLTS UNLESS OTHERWISE NOTED. ALL ANCHORS INTO CONCRETE SHALL BE STAINLESS STEEL.
  - THE CONTRACTOR SHALL FURNISH ALL CONNECTION HARDWARE REQUIRED TO SECURE THE CABLES. CONNECTION HARDWARE SHALL BE STAINLESS STEEL.
  - NORTH ARROW SHOWN ON PLANS REFERS TO TRUE NORTH. CONTRACTOR SHALL VERIFY NORTH AND NOTIFY CONSULTANT OF ANY DISCREPANCY BEFORE STARTING CONSTRUCTION.
  - PROVIDE LOCK WASHERS FOR ALL MECHANICAL CONNECTIONS FOR GROUND CONDUCTORS. USE STAINLESS STEEL HARDWARE THROUGHOUT.
6. THE COAXIAL ANTENNA CABLE INSTALLER SHALL BE RESPONSIBLE FOR DETERMINING AND SUPPLYING WITH THREE (3) TYPEWRITTEN SHEET TESTS (ANTENNA RETURN LOSS TEST) THIS TEST SHALL BE PERFORMED PRIOR TO FINAL ACCEPTANCE OF THE SITE.
7. THE COAXIAL ANTENNA CABLE INSTALLER SHALL BE RESPONSIBLE FOR DETERMINING AND SUPPLYING METROPCS WITH THREE TYPEWRITTEN TIME DOMAIN REFLECTOMETER TESTS TO VERIFY CABLE LENGTH AND TO CHECK FOR WATER DAMAGE.
8. ANTENNA CABLE LENGTHS HAVE BEEN DETERMINED BASED ON THESE PLANS. CABLE LENGTHS LISTED ARE APPROXIMATED AND ARE NOT INTENDED TO BE USED FOR FABRICATION DUE TO FIELD CONDITIONS ACTUAL CABLE LENGTHS REQUIRED. CONTRACTOR MUST FIELD VERIFY ANTENNA CABLE LENGTHS PRIOR TO ORDER.
9. ALL MAIN CABLES WILL BE COLOR CODED AT FIVE LOCATIONS.
- ON ANTENNA JUMPER AT ANTENNA.
  - ON MAIN COAX BEFORE JUMPER AT ANTENNA LOCATION.
  - ON MAIN COAX BEFORE JUMPER AT CABLE LOCATION.
  - ON JUMPER AT CABLE LOCATION.
  - INTERIOR SIDE OF CABINET.
10. ALL MAIN CABLES WILL BE GROUNDED AT:
- TOP OF TOWER
  - BOTTOM OF TOWER (PRIOR TO TURNING HORIZONTAL)
  - PRIOR TO ENTERING EQUIPMENT CABINET OR SHELTER BUILDING

## COAX COLOR CODING



## TWO PER SECTOR VERTICAL ANTENNAS

## 8 SECTOR DUAL POLE ANTENNAS

## ONE PER SECTOR DUAL POLE ANTENNAS

## ICE BRIDGE COAX DIAGRAM

[illegible]

3"Ø GALV. STEEL POST  
TYP.  
PROPOSED 12"Ø CONC-  
FOOTING TYP.

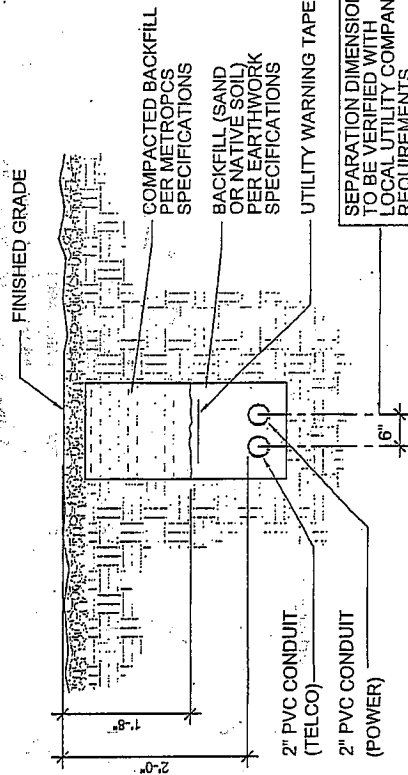
**NOT TO SCALE**

**NOT TO SCALE**

- (1) WHEN USING COMPONENTS AS SHOWN IN STANDARD DETAIL, MAXIMUM ALLOWABLE SPAN BETWEEN SUPPORTS ON A CONTINUOUS SINGLE SECTION OF BRIDGE CHANNEL SHALL BE 9' FOR 10" BRIDGE CHANNEL.
- (2) WHEN USING COMPONENTS FOR SPLICING BRIDGE CHANNEL SECTIONS, THE SPLICE SHOULD BE PROVIDED AT THE SUPPORT, IF POSSIBLE, OR AT A MAXIMUM OF 2 FEET FROM THE SUPPORT.
- (3) WHEN USING COMPONENTS, SUPPORT SHOULD BE PROVIDED AS CLOSE AS POSSIBLE TO THE END OF THE ICE BRIDGE, WITH A MAXIMUM CANTILEVER OF 2' FROM THE SUPPORT AT THE FREE END.

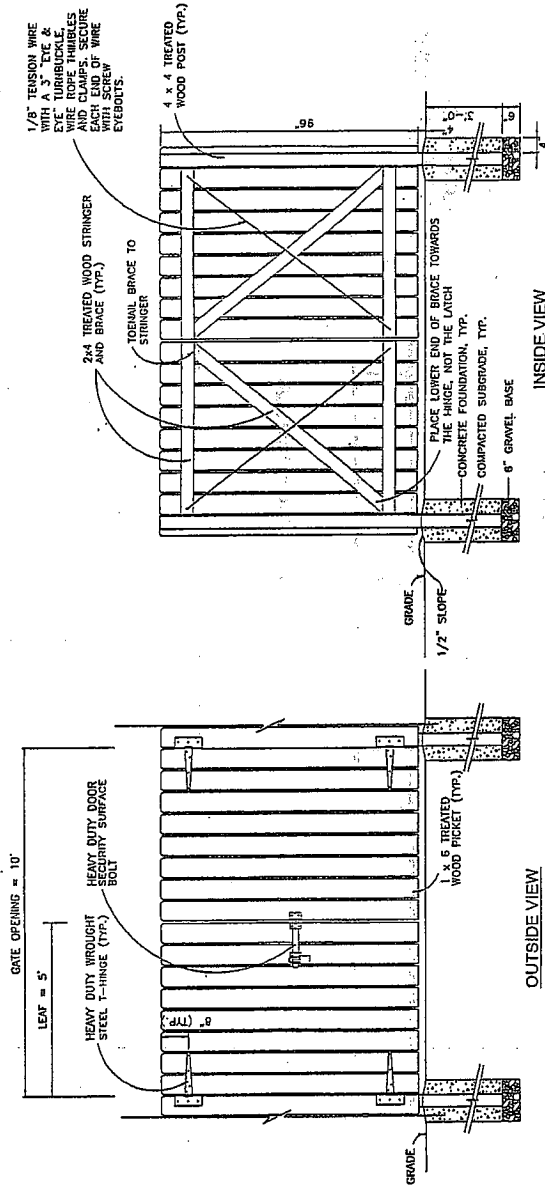
(4) DEVIATIONS FROM STANDARDS FOR COMPONENT INSTALLATIONS ARE PERMITTED WITH THE RESPECTIVE MANUFACTURER'S APPROVAL.

(5) CUT BRIDGE CHANNEL SECTIONS SHOULD HAVE RAY EDGES TREATED WITH A MATERIAL TO RESTORE THE CUT EDGES TO THE ORIGINAL CHANNEL OR EQUIVALENT FINISH.



**NOT TO SCALE**

**NOT TO SCALE**



## ON ITS INSIDE VIEW

INSIDE VIEW

LANSBACH PROJECT NUMBER: 0835621									
REV.	DATE	DESCRIPTION	BY	CHK	DATE	REV.	DATE	DESCRIPTION	BY
0	07/28/99	PRELIMINARY I.E.	W/A	10	08/10/99	1	07/21/99	REVISED P&ID	W/A
1	07/21/99	REVISED P&ID	W/A	10	08/10/99	2	07/21/99	REVISED P&ID	W/A
2	07/21/99	REVISED P&ID	W/A	10	08/10/99	3	11/10/99	MEG. COMMENTS	W/A
3	11/10/99	MEG. COMMENTS	W/A	10	08/10/99	4	11/12/99	TEMP. TO P&ID, P&ID	W/A
4	11/12/99	TEMP. TO P&ID, P&ID	W/A	10	08/10/99	5	11/23/99	FINAL CD	W/A
5	11/23/99	FINAL CD	W/A	10	08/10/99	6	02/18/00	REV. ENERGY EQUIPMENT	W/A

NOTE: THESE DRAWINGS ARE TO SCALE  
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METROPOLIS SITE #2

1 AM73229D

SITE NAME:

SITE ADDRESS.

SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

**Channel Tills:**

**FENCE & ICE  
BRIDGE DETAILS**

Sheet Number:

4  
C

REV	DATE	DESCRIPTION	BY	CHK
0	07/25/09	PRELIMINARY	WJA	TEC
1	08/14/09	REVISIONS	CC	TEC
2	08/27/09	REVISIONS	CC	TEC
3	10/02/09	REVISIONS	CC	TEC
4	11/13/09	REVISIONS	CC	TEC
5	12/23/09	REVISIONS	CC	TEC
6	02/16/10	REVISIONS	CC	TEC

LANDTECH PROJECT NUMBER: 0835621

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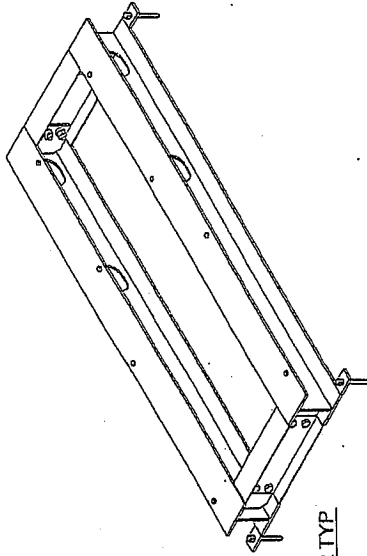
METROPCS SITE #:  
LAN2323D

SITE NAME:  
CATA

SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

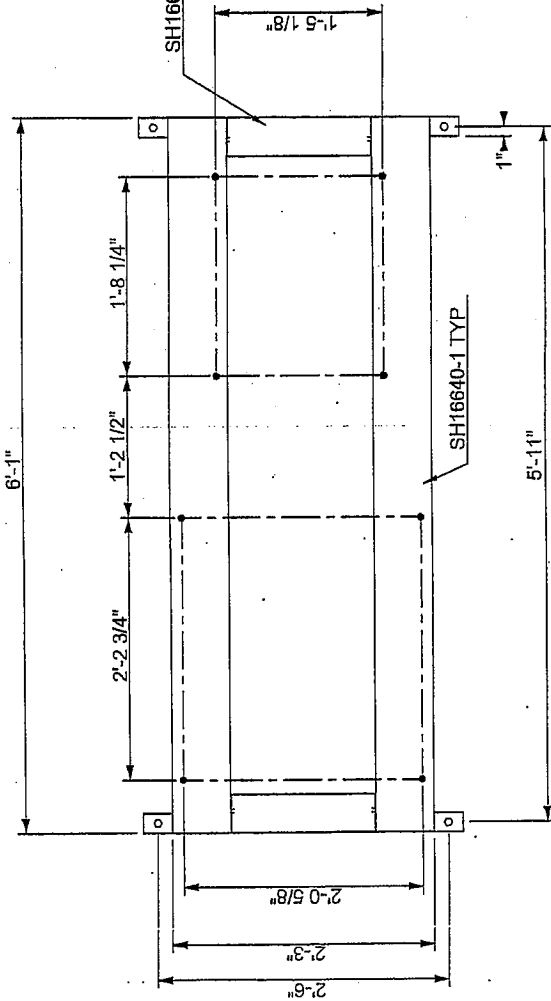
Sheet Title:  
**BASE PLENUM  
DETAILS**

Sheet Number:  
C-5



4 ISO

PARTS LIST		
SH16640 CABINET BASE (UN-ASSEMBLED)		
PART	DESCRIPTION	QTY
SH16640-1	BEAM	2
SH16640-2	BEAM	2
SH16640-HDW	HARDWARE KIT	1
SH16640-INST	INSTALLATION DRAWING	2
SH16640-A CABINET BASE (PRE-ASSEMBLED)		
PART	DESCRIPTION	QTY
SH16640-1	BEAM	2
SH16640-2	BEAM	2
SH16640-3	PRE-ASSEMBLY	1
SH16640-INST	INSTALLATION DRAWING	2

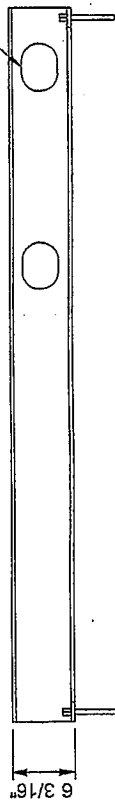


1 PLAN

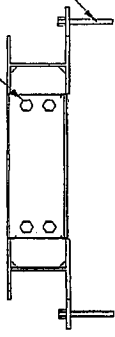
3 1/2 x 5 ACCESS HOLE

5/8 BOLT ASSY

1/2" ANCHOR  
ANCHOR BY OTHERS



2 ELEVATION



3 SIDE ELEVATION



[illegible]

#4 ALONG PERIMETER  
OF CONCRETE SLAB AT  
TOP AND BOTTOM (TYP.)

SEE TO SITE PLAN  
FOR SIZE OF SLAB &  
ORIENTATION

**CONCRETE SLAB DETAIL**  
**NOT TO SCALE**

LAMBETH PROJECT FINANCE		0835621	
DATE	DESCRIPTION	REC	BT
0 02/27/09	PRELIMINARY	4/4	100
1 01/27/09	PRELIMINARY	00	100
2 09/21/09	FINANCIAL	00	100
3 09/21/09	FINANCIAL	10	100
4 11/23/09	FINANCIAL	00	100
5 11/23/09	FINANCIAL	00	100
6 02/27/09	FINANCIAL	10	100

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SITE NAME: CATA

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Steel Title: CONCRETE SLAB /  
EQUIPMENT  
DETAILS

Steel Number: \_\_\_\_\_

**TYPICAL EQUIPMENT LAYOUT**  
**NOT TO SCALE**

**NOT TO SCALE**

CONDUIT ELEVATION DETAIL

NO SCALE

LABORERS' POLICE NUMBER		0835921	
FILE	DATE	RECEPTION	BY
9	07/11/09	PREMIARY IE	HT
10	04/12/09	PREMIARY CD	HT
1	07/11/09	REMOVED MAG INTO LABORER	CC
2	09/12/09	REMOVED INTO REPORT	CD
3	11/12/09	RECE. COMPLAINT	10
4	11/12/09	RECE. COMPLAINT	10
5	11/12/09	RECE. COMPLAINT	10
6	02/10/10	RECE. COMPLAINT	10

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METROPOLIS SITE #:

LAN2323D

**SITE NAME:**

CATA

SITE ADDRESS:

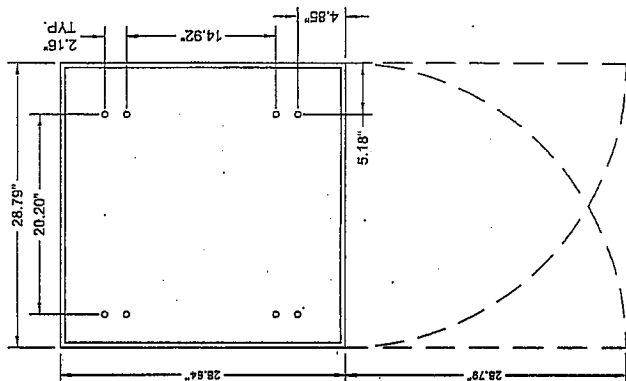
4615 TRANTER STREET  
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Sheet Title:

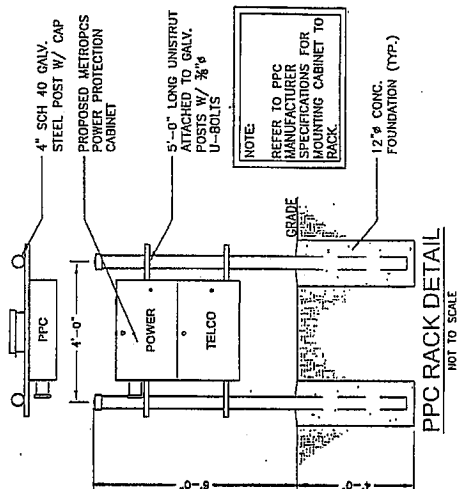
## PPC RACK AND BATTERY CABINET DETAILS

Sheet Number:

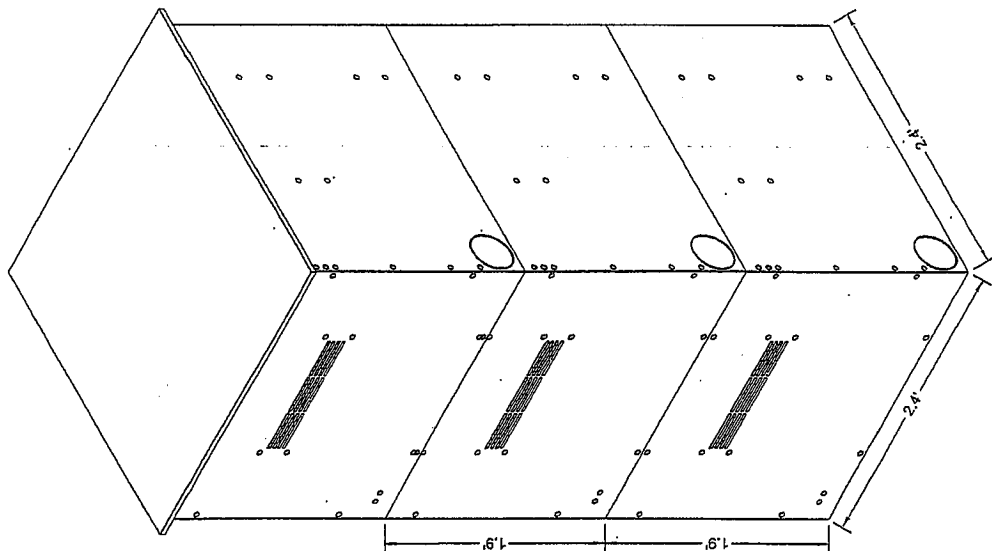
C-7



FOOTPRINT OF BATTERY CABINET



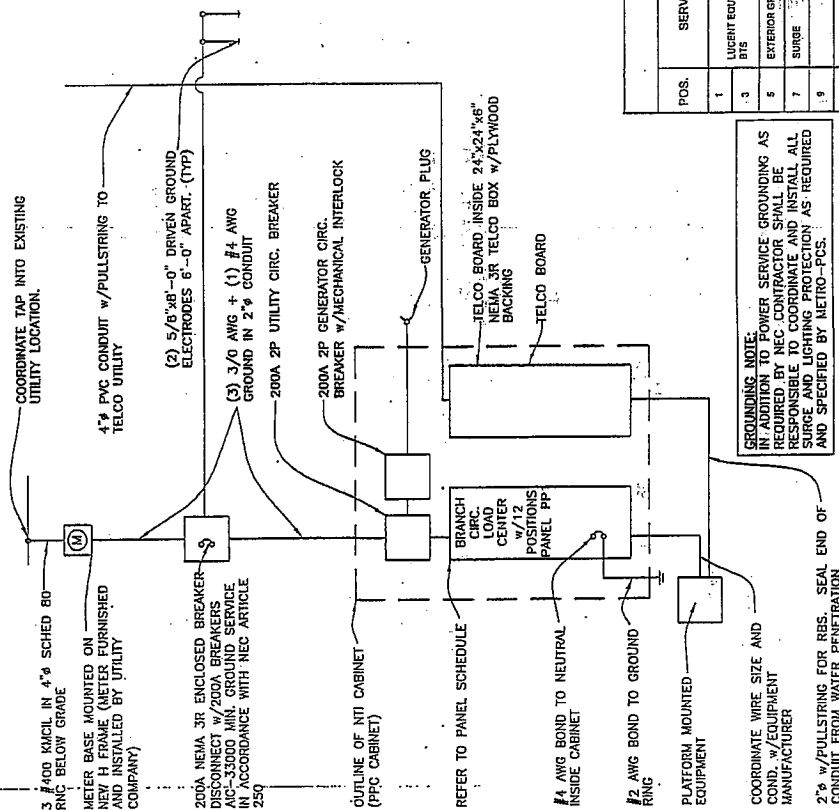
**STACKED BATTERY CABINET**



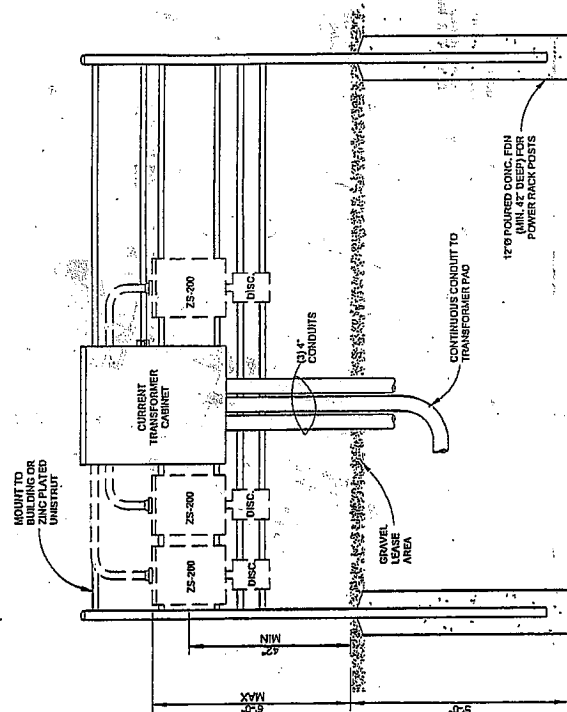
## ELECTRICAL NOTES

1. ELECTRICAL SERVICES SHALL BE 200A, 120/240V, 1Ø, 3-WIRE.

2. PROVIDE SERVICE ENTRANCE RATED FUSIBLE SERVICE DISCONNECT SWITCH (200A, 240V, 1Ø, 3-WIRE, FUSED AT 200A) IF REQUIRED BY LOCAL UTILITY COMPANY. DOOR TO POWER PANEL CONTAINING MAIN DISCONNECT TO REMAIN UNLOCKED.
3. FOR COMPLETE INTERNAL WIRING AND ARRANGEMENT; REFER TO VENDOR PRINTS PROVIDED BY UTILITY CABINET MANUFACTURER.
4. INSTALL A 200-AMP METER BASE AT THE BACK OF THE POWER PANEL OR AS DIRECTED BY THE UTILITY COMPANY. UTILIZE EXISTING MULTIMETER BANK WHEN AVAILABLE.
5. WHEN UTILITY COMPANY REQUIRES A SERVICE DISCONNECT OTHER THAN THE MAIN BREAKER IN POWER PANEL OF THE UTILITY CABINET, REMOVE BONDING JUMPER IN UTILITY CABINET AND BOND SERVICE DISCONNECT PER NEC REQUIREMENTS.
6. ITEM(S) FURNISHED WITH UTILITY CABINET.



## ELECTRICAL ONE-LINE DIAGRAM



**ELECTRICAL H-FRAME ELEVATION**  
**NOT TO SCALE**

PANEL SCHEDULE												
POS.	SERVING	BREAKER	WIRE SIZE AND TYPE	LOAD		POS.	SERVING	BREAKER	WIRE SIZE AND TYPE	LOAD		
				A	B					A	B	
1	LUCENT EQUIPMENT DTS	100A-2P	2-40 THHN + #6 GND 1-45 THHN/NEUTRAL	4800		2	DTS SPARE			A	B	
3					4							
5					4800							
6	EXTERIOR GFI OUTLET	15A	2-14 THHN + #12 GND	360		6	SPARE					
7						8						
9												
11	DUNK		2-10 THHN + #12 GND			10	SPARE ARRESTOR	60A-2P	2-15 THHN + #6 GND			
						12						
				5160	4800							
TOTAL				22	22	TOTAL ALPS						

**GROUNDING NOTE:**  
IN ADDITION TO POWER SERVICE GROUNDING AS REQUIRED BY NEC, CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE AND INSTALL ALL SURGE AND LIGHTING PROTECTION AS REQUIRED AND SPECIFIED BY METRO-PCS.

2"  $\phi$  w/PULLSTRING FOR RBS. SEAL END OF CONDUIT FROM WATER PENETRATION

**metroPCS**

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LIVONIA, MI 48150

Laminate Project Number		0835621	
REV	DATE	DESCRIPTION	BY
0	02/27/92	1/4" T&G	TC
1	02/27/92	1/4" T&G	TC
2	02/27/92	1/4" T&G	TC
3	02/27/92	1/4" T&G	TC
4	02/27/92	1/4" T&G	TC
5	02/27/92	1/4" T&G	TC
6	02/27/92	1/4" T&G	TC

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1AN2323D

**SITE NAME:**

CATA

**SITE ADDRESS:**  
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Sheet Title:  
ELECTRICAL  
DETAILS

**Sheet Number:**

一

metroPCS

28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV.	DATE	DESCRIPTION	BY	CHK
1	03/25/03	PRELIMINARY	WJA	WJA
2	07/24/03	REVISED PER AIA L&S/WHI	OC	PEP
3	08/27/03	REVISED PER AIA L&S/WHI	OC	PEP
4	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
5	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
6	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
7	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
8	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
9	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
10	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
11	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
12	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
13	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
14	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
15	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
16	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
17	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
18	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
19	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP
20	11/07/03	REVISED PER AIA L&S/WHI	OC	PEP

NOTE: THESE DRAWINGS ARE TO SCALE  
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REPRODUCTIONS.



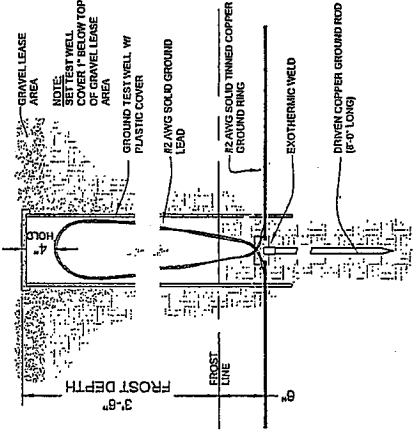
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METROPCS SITE #:  
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SITE NAME: CATA

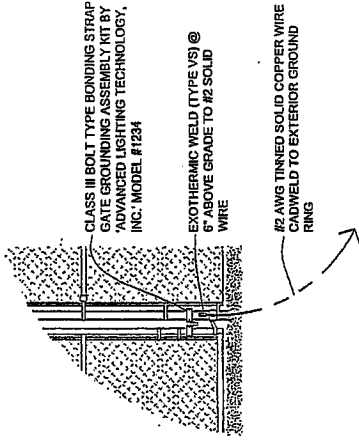
SITE ADDRESS:  
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Sheet Title:  
**GROUNDING  
PLAN & NOTES**

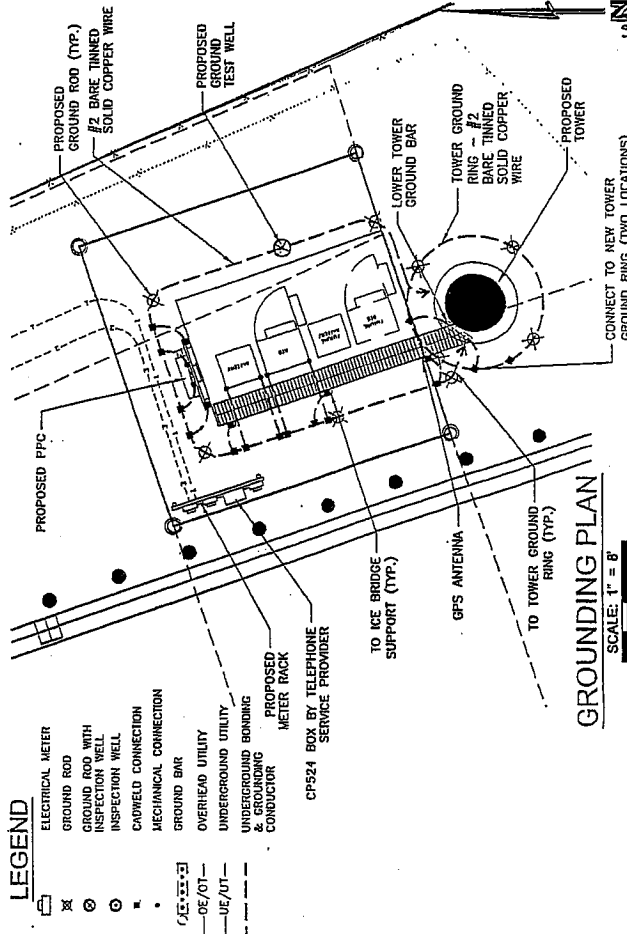
Sheet Number:  
E-2



TEST WELL DETAIL  
NOT TO SCALE



FENCE BONDING DETAIL  
NOT TO SCALE



GROUNDING PLAN  
SCALE: 1" = 8'

WHERE APPLICABLE BOND ALL STEEL SUPPORT BEAMS TOGETHER, EXOTHERMICALLY WELD CONNECTIONS TO STEEL SUPPORT BEAMS.

PROVIDE #2 AWG SOLID BARE TINNED COPPER CONDUCTOR FROM CELL REFERENCE GROUND BAR (CRGB), TO PERIMETER GROUND RING. EXOTHERMICALLY WELD CONNECTIONS AT GROUND BAR AND GROUND RING.

BOND TELCO GROUND BAR (TGB) TO GROUND RING. BOND TO EXTERIOR PERIMETER GROUND RING USING #2 AWG SOLID TINNED COPPER CONDUCTOR. EXOTHERMICALLY WELD CONNECTIONS TO ALL CONNECTION POINTS.

BOND FENCE POST TO GROUND RING AS SHOWN USING AN EXOTHERMIC WELD. BOND FENCE GATE TO POST WITH A FLEXIBLE COPPER JUMPER STRAP IF NOT ALREADY PROVIDED. PROVIDE EXOTHERMIC WELD TO BOND STRAP TO GATE AND FENCE POST. PROVIDE LENGTH AS REQUIRED TO MAKE CONNECTION. TREAT WITH A COLD GALVANIZED SPRAY WHERE APPLICABLE.

APPROXIMATE THE LOCATION OF #2 AWG SOLID BARE TINNED GROUND RING. EXACT LOCATION AND NUMBER OF GROUND RODS TO BE DETERMINED ON SITE AND BASED ON "FALL OF POTENTIAL GROUND RESISTANCE METHOD" FOR RESISTANCE <5 OHMS. UNLESS OTHERWISE NOTED, PROVIDE 5/8" x 10'-0" GROUND RODS AT MAX 10'-0" O.C.

PROVIDE 5/8" x 8'-0" LONG COPPER CLAD STEEL GROUND ROD AS SHOWN. INSTALL GROUND ROD TWO (2) FEET MINIMUM AWAY FROM PLATFORM.

CABINET GROUND RING AND EXISTING TOWER GROUNDING RING SHALL BE BONDED TOGETHER IN AT LEAST TWO (2) POINTS USING A #2 AWG SOLID BARE TINNED COPPER CONDUCTOR.

EXISTING TOWER GROUND RING AND GROUND RODS. (TO BE VERIFIED IN FIELD)

PROVIDE #2 SOLID BARE TINNED COPPER CONDUCTOR FROM TGB TO TOWER GROUND RING. TYPICAL OF TWO (2).

THE TOWER EXIT GROUND BUS BAR (TEGB) SHALL BE INSTALLED BELOW THE COAX CABLE GROUND KITS, NEAR THE AREA OF THE TOWER AT THE POINT WHERE THE ANTENNA COAX LINES TRANSITION FROM THE TOWER TO THE WAVEGUIDE BRIDGE. VERIFY EXACT LOCATION OF GROUNDING BAR FOR PROPER CONDUCTOR LENGTH. GROUNDING BAR PROVIDED BY THE ANTENNA CABLE INSTALLER. COORDINATE WITH ANTENNA CABLE INSTALLER FOR SCHEDULE TO MAKE CONNECTION. PROVIDE 3/4" NON-METALLIC SLEEVE WITH SWEEP BEND FOR NEW ANTENNA BASE INSTALLATIONS FOR CONNECTION OF TGB TO TOWER RING.

GROUND BAR LOCATED IN BASE OF EQUIPMENT WILL BE PROVIDED, FURNISHED AND INSTALLED BY THE VENDOR

ALL BELOW GRADE CONNECTIONS: EXOTHERMIC WELD TYPE, ABOVE GRADE CONNECTIONS: EXOTHERMIC WELD TYPE

GROUND RING SHALL BE LOCATED A MINIMUM OF 42" BELOW GRADE OR 6" MINIMUM BELOW THE FROST LINE, WHICHEVER IS DEEPER.

OBSERVE N.E.C. AND LOCAL UTILITY REQUIREMENTS FOR ELECTRICAL SERVICE GROUNDING.

ALL GROUNDING FOR ANTENNAS SHALL BE CONNECTED SO THAT IT WILL BY-PASS MAIN BUSS BAR.

USE SEPARATE HOLES FOR GROUNDING AT BUSS BAR. NO DOUBLING-UP OF LUGS.

POWER AND TELCO CABINET'S SHALL BE GROUND (BONDED) TOGETHER.

NO "L" AND "B" EXOTHERMIC WELDS ALLOWED ON GROUNDING.

28505 SCHOOLCRAFT ROAD,  
BUILDING 6  
LIVONIA, MI 48150

REV.	DATE	DESCRIPTION	BY	CHK
0	03/25/09	PRELIMINARY	WJA	WJA
1	07/21/09	REVISED AND JUNE 2009	CC	CC
2	07/21/09	REVISED AND JUNE 2009	CC	CC
3	11/06/09	ISSUE CORRECTIONS	CC	CC
4	11/23/09	ISSUE CORRECTIONS	CC	CC
5	11/23/09	ISSUE CORRECTIONS	CC	CC
6	02/18/10	ISSUE CORRECTIONS	WJA	WJA

LANDTECH PROJECT NUMBER: 0835621

NOTE: THESE DRAWINGS ARE TO SCALE  
WHEN PLOTTED ON 11" X 17" SHEETS.  
REPRODUCTIONS.

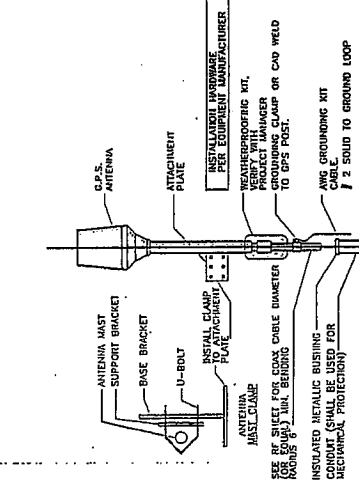
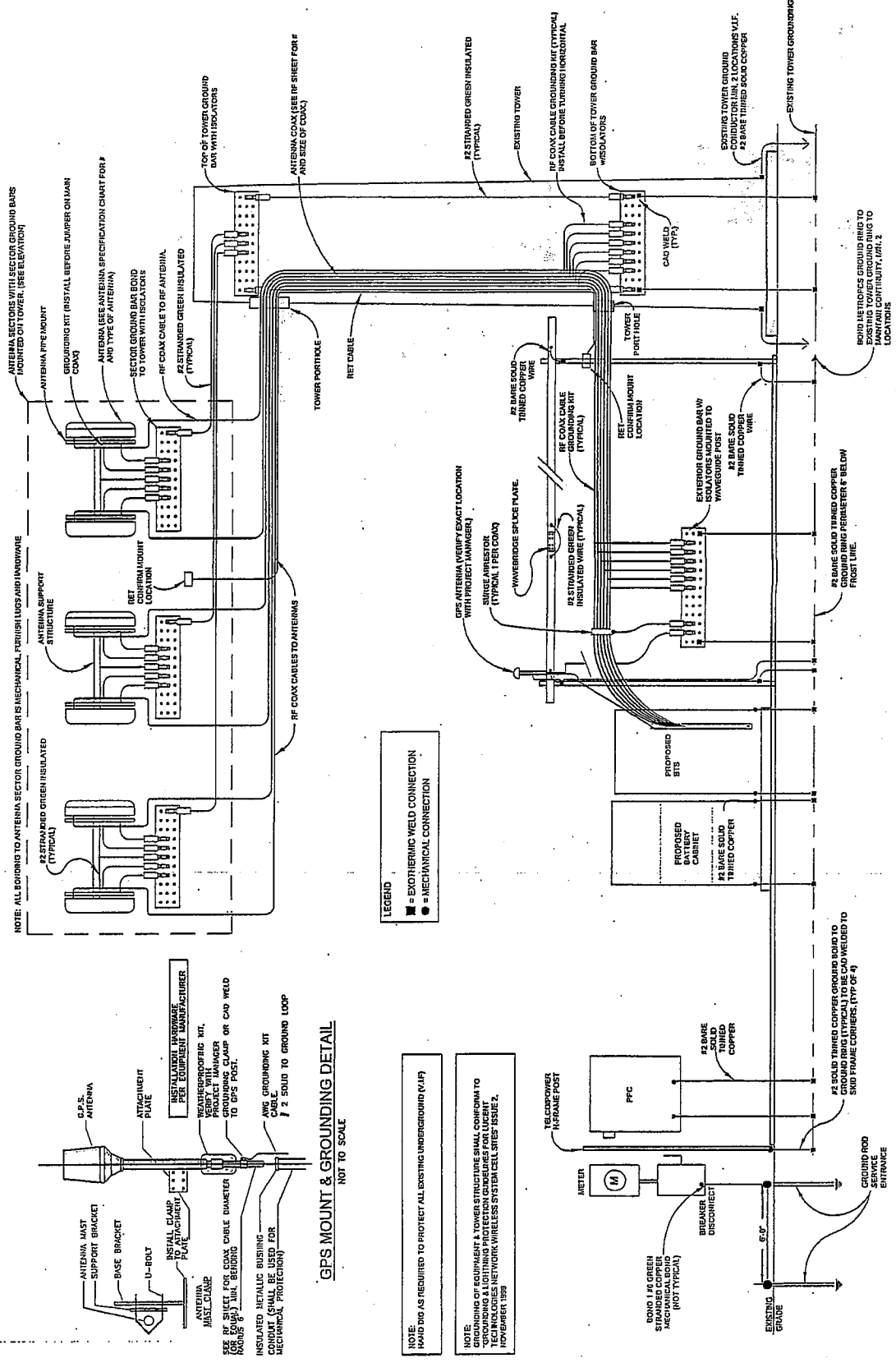


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ARCHITECTURAL/ENGINEERING/SURVEYING  
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LIVONIA, MI 48150  
www.landtechsurveying.com

METROPCS SITE #:  
LAN2323D  
SITE NAME: CATA  
SITE ADDRESS:  
4615 TRANTER STREET  
LANSING, MI 48910

Sheet Title:  
**GROUNDING  
SCHEMATIC**

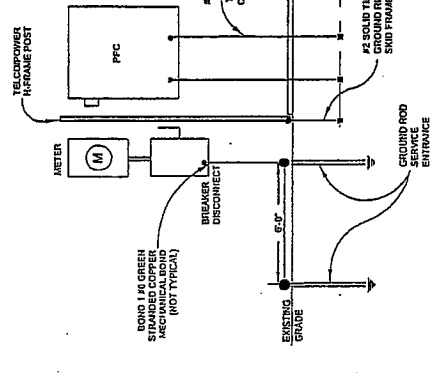
Sheet Number:  
E-3



**LEGEND**  
■ EXOTHERMIC WELD CONNECTION  
● MECHANICAL CONNECTION

NOTE: HAVING DONE AS REQUIRED TO PROTECT ALL EXISTING UNDERGROUND (U/G)

NOTE: GROUNDING OF EQUIPMENT & TOWER STRUCTURE SHALL CONFORM TO "GROUNDING & LIGHTNING PROTECTION GUIDELINES FOR LUCENT TECHNOLOGIES NETWORK WIRELESS SYSTEM CELL SITES" ISSUE 2, NOVEMBER 1999







**50 Years of Service  
1956 - 2006**

## Tri-County Regional Planning Commission

913 West Holmes Road, Suite 201  
Lansing, Michigan 48910  
Telephone: (517) 393-0342  
Web Page: [www.mitrpc.org](http://www.mitrpc.org)  
Email: [trpc@acd.net](mailto:trpc@acd.net)  
Fax: (517) 393-4424

FROM THE 1-5-08 COUNCIL MEETING PACKET.

REFERRED TO THE COMMITTEE ON  
INTERGOVERNMENTAL RELATIONS

December 29, 2008

### OFFICERS

**CHAIRPERSON**  
Phil Chisholm

**VICE-CHAIRPERSON**  
Carol Wood

**TREASURER**  
Susan McGillicuddy

**SECRETARY**  
Larry Martin

**COMMISSIONERS**  
Russel Bauerle  
Kevin Beard  
Glenn Freeman, III  
Joseph Guenther  
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Brian Jeffries  
Art Luna  
Fred Marquardt  
Ralph Monsma  
David Pohl  
A'Lynne Robinson  
Shirley M. Rodgers  
Marsha Small  
Carol Strachan  
Tina Weatherwax-Grant

### EX-OFFICIO

**LANSING MAYOR**  
Virgil Bernero

**COUNTY BOARD  
CHAIRPERSONS**  
Marc Thomas  
Joseph Brehler  
Larry Martin

**EXECUTIVE DIRECTOR**  
Jon W. Coleman

Mr. Chris Swope  
City Clerk, City of Lansing  
City Hall  
124 E. Michigan  
Lansing, MI 48933

Dear Mr. Swope:

In accordance with our Bylaws, we are submitting the audit report for the fiscal year 2008 for the Tri-County Regional Planning Commission.

If you have any questions, please feel free to contact us.

Sincerely,

Jon W. Coleman,  
Executive Director

JC/gh

Encl.

AUDIT LTR 2008.wpd

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IRECOUNLY REGIONAL PLANNING COMMISSION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2008  
AND  
INDEPENDENT AUDITOR'S REPORT  
AND  
SINGLE AUDIT REPORTS



Layton & Richardson, P.C.  
Certified Public Accountants



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## Layton & Richardson, P.C.

Certified Public Accountants

### INDEPENDENT AUDITORS' REPORT

Commission Members  
Tri-County Regional Planning Commission  
Lansing, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission as of and for the year ended September 30, 2008, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of Tri-County Regional Planning Commission. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission as of September 30, 2008, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2008, on our consideration of Tri-County Regional Planning Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The management's discussion and analysis and the budgetary comparison information on pages 3 through 6 and 19 through 20 are not a required part of the basic financial statement but are supplementary information required by U.S. generally accepted accounting principles. We have applied certain limited procedures, which consisted primarily of inquires of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

1000 Coolidge Road  
East Lansing, MI 48823

(517) 332-1900  
(517) 332-2082 fax  
Info@LNRCPA.com

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David Layton, CPA  
DaveLayton@LNRCPA.com

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Tri-County Regional Planning Commission's basic financial statements. The introductory section, special revenue fund section of combining, individual project and other special revenue fund schedules, on pages 28 through 61, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of Tri-County Regional Planning Commission. The schedule of expenditures of federal awards has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory and special revenue sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Layton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008



**50 Years of Service**  
**1956 - 2006**

## Tri-County Regional Planning Commission

913 West Holmes Road, Suite 201  
Lansing, Michigan 48910  
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Fax: (517) 393-4424

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**VICE-CHAIRPERSON**  
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Marc Thomas  
Joseph Brehler  
Larry Martin

**EXECUTIVE DIRECTOR**  
Jon W. Coleman

## TRI-COUNTY REGIONAL PLANNING COMMISSION

### MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Tri-County Regional Planning Commission annual financial report presents our discussion and analysis of the Commission's financial performance during the fiscal year ended September 30, 2008. Please read it in conjunction with the financial statements that immediately follow this section.

### Financial Highlights

Our financial status improved over the last year. Net Assets increased by approximately \$24,400. In 2007 and 2006, Net Assets increased by approximately \$54,500 and \$80,000, respectively. Total net assets are now \$452,553 of which \$30,700 represents capital assets. These net assets will be used for operating cash-flow, match for federal funding that was not spent this year and future capital asset purchases. See tables 1 and 2 below.

Table 1  
Statement of Net Assets

### Governmental Activities

	2008	2007	2006
Current and other assets	\$ 734,135	\$ 688,687	\$ 685,534
Capital Assets	<u>30,700</u>	<u>37,533</u>	<u>41,858</u>
Total Assets	<u>\$ 764,835</u>	<u>\$ 726,220</u>	<u>\$ 727,392</u>
Total Liabilities	<u>\$ 312,282</u>	<u>\$ 298,070</u>	<u>\$ 353,739</u>
Net Assets			
Investment in Capital Assets			
Assets	\$ 30,700	\$ 37,533	\$ 41,858
Unrestricted	<u>421,853</u>	<u>390,617</u>	<u>331,795</u>
Total Net Assets	<u>\$ 452,553</u>	<u>\$ 428,150</u>	<u>\$ 373,653</u>

**Table 2**  
**Change in Net Assets**

**Governmental Activities**

	2008	2007	2006
Net Assets, October 1	\$ 428,150	\$ 373,653	\$ 293,734
Results of Operations	24,379	54,497	79,594
Prior Period Adjustments	24	—	325
Total Changes in Net Assets	<u>24,403</u>	<u>54,497</u>	<u>79,919</u>
Net Assets, September 30	<u>\$ 452,553</u>	<u>\$ 428,150</u>	<u>\$ 373,653</u>

For 2008, 2007 and 2006, overall revenues were \$1,552,425, \$1,473,328 and \$1,406,646, respectively, and overall expenses were \$1,528,046, \$1,418,831 and \$1,327,052, respectively, as reported in the statements of activities. These amounts do not include transfers from Commission General Fund to Project Special Revenue Funds used as match when required, which were \$222,348 for 2008, \$165,145 for 2007 and \$144,447 for 2006. See table 3 below.

**Table 3**  
**Changes in Net Assets**  
**Governmental Activities**

	2008	2007	2006
Revenues			
Program Revenues			
Federal, state and local funding	\$ 1,168,947	\$ 1,104,943	\$ 1,100,816
General revenues			
Local Dues	359,630	349,156	299,509
Interest	11,356	13,229	6,321
Miscellaneous	12,492	6,000	—
Total Revenues	<u>1,552,425</u>	<u>1,473,328</u>	<u>1,406,646</u>
Expenses			
General Administration	163,625	161,099	94,906
Projects	1,364,421	1,257,732	1,232,146
Total Expenses	<u>1,528,046</u>	<u>1,418,831</u>	<u>1,327,052</u>
Increase in Net Assets	24,379	54,497	79,594
Prior period adjustment	24	—	325
Net Assets – Beginning	428,150	373,653	293,734
Net Assets – Ending	<u>\$ 452,553</u>	<u>\$ 428,150</u>	<u>\$ 373,653</u>

**Overview of the Financial Statements**

This annual report consists of three parts - management discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the agency.

The first two statements are agency wide financial statements and provide both long-term and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on the detail of each of the agency's fund accounts. The notes to the financial statements explain some of the information in the statements and provide more detailed explanation.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

### **Agency Wide Statements**

The agency wide statements report information about the Commission as a whole, using accounting methods and terms normally used by private companies. The statement of net assets includes all the Commission's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two agency wide statements report net assets and how they have changed. Net assets are the difference between the Commission's assets and liabilities, which is one method to measure the Commission's financial health or position.

Over time, increases or decreases in the Commission's net assets are an indicator of whether the agency's financial position is improving or deteriorating.

### **Fund Financial Statements**

The fund financial statements provide more detailed information about the Commission's funds. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The agency has the following Governmental funds:

*General Revenue Fund* - The Commission's activities are accounted for in the general fund, classified in the governmental fund category.

*Special Revenue Fund* - The Project activities are accounted for in a special revenue fund.

These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that differences between the agency wide statements and the fund statements are disclosed in the reconciling financial statements to explain the differences between them.

### **Financial Analysis of the Agency as a Whole**

**Net Assets** - The Commission's net assets increased during the year ended September 30, 2008 by \$24,403. Total unrestricted net assets were \$421,853 at year end. The unrestricted net assets will be used for operating cash-flow and future capital asset purchases.

Liabilities - The Commission's liabilities increased by \$14,212. This was due to an increase in deferred revenue.

#### **Financial Analysis of the Commission's Fund**

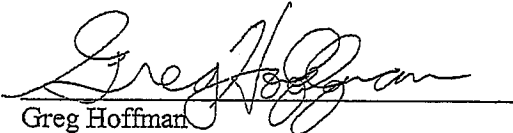
Amendments to our budget for the year ended September 30, 2008 were to add a project and to cover changes in certain operational expenditures.

#### **Contacting Commission Management**

This financial report is designed to provide a general overview of the Commission's finances and to demonstrate the Commission's accountability for the revenue it receives. If you have any questions concerning this report, please contact the Commission's office.



Jon W. Coleman  
Executive Director



Greg Hoffman  
Finance and Personnel Coordinator



TRI-COUNTY REGIONAL PLANNING COMMISSION

STATEMENT OF NET ASSETS

SEPTEMBER 30, 2008

GOVERNMENTAL  
ACTIVITIES

ASSETS

ASSETS

Cash and cash equivalents	\$ 374,460
Investments	43,835
Accounts receivable	197
Due from other governmental units	293,488
Prepaid expenses	22,155
Capital assets (net of accumulated depreciation)	<u>30,700</u>
TOTAL ASSETS	<u>\$ 764,835</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts payable	\$ 80,014
Trade	24,843
Retainers	58,142
Accrued wages and related items	<u>149,283</u>
Deferred revenue	<u>312,282</u>
TOTAL LIABILITIES	<u>312,282</u>

NET ASSETS

Invested in capital assets, net of related debt	30,700
Unrestricted	<u>421,853</u>
TOTAL NET ASSETS	<u>452,553</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 764,835</u>

See accompanying notes to financial statements.

TRI-COUNTY REGIONAL PLANNING COMMISSION

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2008

	DIRECT EXPENSES	INDIRECT EXPENSES	CHARGES FOR SERVICES
<b>FUNCTIONS/ PROGRAMS</b>			
Governmental Activities			
General commission	\$ 163,625	\$	\$
Project expenses	<u>942,788</u>	<u>421,633</u>	<u>                    </u>
Total Governmental Activities	<u>\$ 1,106,413</u>	<u>\$ 421,633</u>	<u>\$</u>
General Revenues			
Grants and contributions not restricted to specific programs			
Unrestricted investment earnings			
Other revenue			
Total General Revenues			
Change in Net Assets			
Net Assets, October 1			
Prior period adjustment			
Net Assets, September 30			

See accompanying notes to financial statements.

		NET (EXPENSE) REVENUE AND CHANGES IN NET ASSETS		
PROGRAM REVENUES		PRIMARY GOVERNMENT		
OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	BUSINESS TYPE ACTIVITIES	TOTAL
\$	\$	\$	\$	\$
1,168,947		(163,625)		(163,625)
		(195,474)		(195,474)
<u>\$ 1,168,947</u>	<u>\$</u>	<u>(359,099)</u>	<u></u>	<u>(359,099)</u>
		359,630		359,630
		11,356		11,356
		12,492		12,492
		<u>383,478</u>	<u></u>	<u>383,478</u>
		24,379		24,379
		428,150		428,150
		24		24
		<u>\$ 452,553</u>	<u>\$</u>	<u>\$ 452,553</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION

BALANCE SHEET

GOVERNMENTAL FUNDS

SEPTEMBER 30, 2008

	GENERAL	SPECIAL REVENUE FUND - PROJECTS  INDIRECT COST
ASSETS		
Cash and cash equivalents	\$ 374,460	\$
Investments	43,835	
Accounts receivable	197	
Due from other governmental units		
Due from projects	144,205	
Prepaid expenses	22,155	
TOTAL ASSETS	<u>\$ 584,852</u>	<u>\$</u>
LIABILITIES AND FUND BALANCE		
LIABILITIES		
Accounts payable		
Trade	\$ 80,014	\$
Retainers	24,843	
Accrued wages and related items	58,142	
Due to Commission		
Deferred revenue		
TOTAL LIABILITIES	<u>162,999</u>	<u></u>
FUND BALANCE		
Undesignated	<u>421,853</u>	<u></u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 584,852</u>	<u>\$</u>

See accompanying notes to financial statements.

SPECIAL  
REVENUE FUND -  
PROJECTS

DIRECT COSTS	TOTAL SPECIAL REVENUE	ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
\$	\$	\$	\$ 374,460 43,835 197 293,488
293,488	293,488	(144,205)	<u>22,155</u>
<u>\$ 293,488</u>	<u>\$ 293,488</u>	<u>\$ (144,205)</u>	<u>\$ 734,135</u>
\$	\$	\$	\$ 80,014 24,843 58,142
144,205	144,205	(144,205)	<u>149,283</u>
<u>149,283</u>	<u>149,283</u>	<u>(144,205)</u>	<u>312,282</u>
<u>293,488</u>	<u>293,488</u>		<u>421,853</u>
<u>\$ 293,488</u>	<u>\$ 293,488</u>	<u>\$ (144,205)</u>	<u>\$ 734,135</u>

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TRI-COUNTY REGIONAL PLANNING COMMISSION  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

Total fund balances - governmental funds	\$ 421,853
Amounts reported for governmental activities in the statement of net assets are different because	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$201,444 and the accumulated depreciation is \$170,744	<u>30,700</u>
Total net assets - governmental activities	\$ <u><u>452,553</u></u>

See accompanying notes to financial statements.

TRI-COUNTY REGIONAL PLANNING COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	GENERAL FUND	SPECIAL REVENUE FUND - PROJECTS INDIRECT COST
REVENUES		
Federal sources	\$	\$
State sources		
Local sources		
Member allocations	359,630	
Other sources	12,492	
Fixed asset reimbursements	19,151	
Interest	11,356	
TOTAL REVENUES	<u>402,629</u>	
EXPENDITURES		
Salaries and wages	61,513	200,395
Fringe benefits	28,919	91,862
Telephone		2,469
Postage	1,552	1,742
Printing and copying	1,171	2,923
Office supplies	264	6,589
Graphic supplies		1,209
Travel-in region	334	1,879
Travel-out region	535	3,523
Training		
Commission meetings and travel	2,038	
Rent of office		60,765
Equipment maintenance		1,884
Computer services	49	7,120
Computer software		6,806
Insurance		6,562
Bank charges	159	29
Subscriptions		287
Publications		
Advertising	827	
Depreciation		19,151
Membership dues	200	6,438
Special projects	491	
Consultant fee		
Contractual services	2,842	
Furniture and equipment	12,294	
Audit	7,300	
Transfer for match		
Pass through		
Indirect costs	55,431	(421,633)
TOTAL EXPENDITURES	<u>175,919</u>	

See accompanying notes to financial statements.



SPECIAL REVENUE FUND - PROJECTS		ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
DIRECT COSTS	TOTAL SPECIAL REVENUE		
\$ 832,895	\$ 832,895	\$	\$ 832,895
89,657	89,657		89,657
202,333	202,333		202,333
44,062	44,062		359,630
		(19,151)	56,554
			11,356
<u>1,168,947</u>	<u>1,168,947</u>	<u>(19,151)</u>	<u>1,552,425</u>
392,591	592,986		654,499
174,336	266,198		295,117
479	2,948		2,948
5,550	7,292		8,844
13,078	16,001		17,172
824	7,413		7,677
25	1,234		1,234
6,309	8,188		8,522
11,244	14,767		15,302
4,195	4,195		4,195
			2,038
	60,765		60,765
	1,884		1,884
34,247	41,367		41,416
4,939	11,745		11,745
	6,562		6,562
	29		188
	287		287
1,772	1,772		1,772
3,763	3,763		4,590
	19,151	(19,151)	
1,565	8,003		8,203
24,956	24,956		25,447
272,426	272,426		272,426
1,969	1,969		4,811
			12,294
			7,300
26,874	26,874	(26,874)	
43,951	43,951		43,951
366,202	(55,431)		
<u>1,391,295</u>	<u>1,391,295</u>	<u>(46,025)</u>	<u>1,521,189</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - Concluded  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	GENERAL FUND	SPECIAL REVENUE FUND - PROJECTS INDIRECT COST
OTHER FINANCING SOURCES (USES)		
Operating transfers in (out)		
Transfer for match	\$ 26,874	\$
Local match	<u>(222,348)</u>	<u></u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(195,474)</u>	<u></u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	31,236	
FUND BALANCE, OCTOBER 1	<u>390,617</u>	<u></u>
FUND BALANCE, SEPTEMBER 30	<u>\$ 421,853</u>	<u>\$</u>

See accompanying notes to financial statements.

SPECIAL  
REVENUE FUND -  
PROJECTS

DIRECT COSTS	TOTAL SPECIAL REVENUE	ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
\$ 222,348	\$ 222,348	\$ (26,874)	\$
<u>222,348</u>	<u>222,348</u>	<u>(26,874)</u>	
			31,236
			<u>390,617</u>
\$	\$	\$	\$ 421,853

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

Net changes in fund balances - total governmental funds	\$ 31,236
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures	
however, in the statement of activities, the cost of those assets	
is depreciated over their estimated useful lives	
Expenditures for capital assets	12,294
Less current year depreciation	<u>(19,151)</u>
Change in net assets of governmental activities	\$ <u><u>24,379</u></u>

See accompanying notes to financial statements.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - GOVERNMENTAL FUNDS - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE- FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Federal sources	\$ 949,601	\$ 949,601	\$ 832,895	\$ (116,706)
State sources	93,886	93,886	89,657	(4,229)
Local sources	246,314	284,803	202,333	(82,470)
Member allocations	359,630	359,630	359,630	
Other sources			56,554	56,554
Fixed asset reimbursements	19,700	19,700	19,151	(549)
Interest			11,356	11,356
<b>TOTAL REVENUES</b>	<u>1,669,131</u>	<u>1,707,620</u>	<u>1,571,576</u>	<u>(136,044)</u>
<b>OTHER FINANCING SOURCES</b>				
Operating transfers in				
Local match	<u>254,653</u>	<u>254,664</u>	<u>222,348</u>	<u>(32,316)</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>1,923,784</u>	<u>1,962,284</u>	<u>1,793,924</u>	<u>(168,360)</u>
<b>EXPENDITURES</b>				
Salaries and wages	712,066	722,780	654,499	68,281
Fringe benefits	320,520	326,629	295,117	31,512
Discretionary funds	5,000	5,000		5,000
Staff recognition	250	250		250
Telephone	4,100	4,100	2,948	1,152
Postage	11,500	12,000	8,844	3,156
Printing and copying	30,250	30,750	17,172	13,578
Office supplies	10,000	10,000	7,677	2,323
Graphic supplies	1,900	1,900	1,234	666
Travel-in region	10,365	10,865	8,522	2,343
Travel-out region	19,584	19,584	15,302	4,282
Training	14,700	14,700	4,195	10,505
Commission meetings and travel	4,250	3,750	2,038	1,712
Rent of facility	1,100	1,100		1,100
Rent of office	62,500	60,765	60,765	
Rent of equipment	1,300	1,300		1,300
Equipment maintenance	3,500	3,500	1,884	1,616
Computer services	8,500	9,800	41,416	(31,616)
Computer software	25,500	50,500	11,745	38,755
Insurance	7,000	6,562	6,562	
Bank charges	250	200	188	12
Subscriptions	1,250	1,250	287	963
Publications	750	750	1,772	(1,022)
Advertising	5,000	7,000	4,590	2,410

See accompanying notes to financial statements.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - GOVERNMENTAL FUNDS - BUDGET AND ACTUAL - Concluded**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE- FAVORABLE (UNFAVORABLE)
EXPENDITURES - Concluded				
Depreciation	\$ 19,700	\$ 19,700	\$ 19,151	\$ 549
Membership dues	10,175	10,175	8,203	1,972
Special projects	15,000	25,000	25,447	(447)
Consultant fee	279,810	279,810	272,426	7,384
Contractual services	48,600	18,600	4,811	13,789
Furniture and equipment	19,000	19,000	12,294	6,706
Audit	7,700	7,300	7,300	
Pass-through	8,000	23,000	43,951	(20,951)
TOTAL EXPENDITURES	<u>1,669,120</u>	<u>1,707,620</u>	<u>1,540,340</u>	<u>167,280</u>
OTHER FINANCING SOURCES				
Operating transfers in				
Local match	<u>254,664</u>	<u>254,664</u>	<u>222,348</u>	<u>32,316</u>
TOTAL EXPENDITURES AND OTHER FINANCING SOURCES	<u>1,923,784</u>	<u>1,962,284</u>	<u>1,762,688</u>	<u>199,596</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES			31,236	31,236
FUND BALANCE, OCTOBER 1	<u>390,617</u>	<u>390,617</u>	<u>390,617</u>	
FUND BALANCE, SEPTEMBER 30	<u>\$ 390,617</u>	<u>\$ 390,617</u>	<u>\$ 421,853</u>	<u>\$ 31,236</u>

See accompanying notes to financial statements.

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2008

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Tri-County Regional Planning Commission is a governmental component unit established on July 18, 1956 under the authority of Act 281 of Michigan Public Acts of 1945. The Commission is a voluntary organization joining Clinton, Eaton and Ingham Counties and the City of Lansing to foster a cooperative effort in identifying and resolving various community planning issues in the Tri-County area. Primary financing is provided through various agreements with state and federal agencies and local appropriations.

#### A. Reporting Entity

All funds and account groups (primary government) under direct control of Tri-County Regional Planning Commission are included in this report. These funds and account groups are those which meet the criteria established by the Governmental Accounting Standards Board (GASB) No. 14. Component units, also required under GASB 14, are legally separate organizations for which the elected officials of the primary government are financially accountable. As of September 30, 2008, the Commission has no component units.

#### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government of Tri-County Regional Planning Commission. For the most part, the effect of interfund activities has been removed from these statements. Governmental activities, which are normally supported by intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent on fees and charges for services. As of September 30, 2008, the Commission has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual funds and major individual enterprise funds are reported as separate columns in the fund financial statements. As of September 30, 2008, Tri-County Planning Commission has no proprietary, enterprise or fiduciary funds.

#### C. Measurement Focus, Basis of Accounting, and Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are reported when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

TRI-COUNTY REGIONAL PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Measurement Focus, Basis of Accounting, and Financial Statements – Concluded

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when a liability is incurred, as under accrual accounting.

Intergovernmental revenues, franchise fees, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by Tri-County Regional Planning Commission.

Tri-County Regional Planning Commission reports the following major governmental funds:

The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government not directly attributed to a specific project, which are accounted for in another fund.

The Projects Fund accounts for resources and costs, including an allocation of indirect costs, attributed to contractually administered projects. The Projects Fund is a special revenue fund.

The Commission has no non-major governmental funds.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private sector guidance for their business-type activities and enterprise funds, subject to this same limitation. Tri-County Regional Planning Commission has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) intergovernmental revenues 2) operating grants and contributions, and 3) capital grants and contributions.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from provided services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. As of September 30, 2008, the Commission has no proprietary, enterprise or internal service funds.



TRI-COUNTY REGIONAL PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Concluded

D. Budgets and Budgetary Accounting

The overall budget is based upon individual projects and Planning Commission General Fund budgets. Budgeted amounts are as originally adopted, and may be amended by the Commission. Individual budget amendments were not material in relation to the originally approved amounts. Budgets lapse at the end of the fiscal year.

E. Accounts Receivable

Accounts receivable are recorded at their net realizable value. The Commission does not require collateral.

F. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by Tri-County Regional Planning Commission as assets with an initial, individual cost of \$100 or more and an estimated useful life in excess of one year.

All capital assets are valued at historical cost or estimated historical cost if actual cost is not available. Donated capital assets are recorded at estimated fair market value on the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Each year, a provision for depreciation is charged to the projects as a means of reimbursing the General Fund for asset acquisition; such reimbursements are included in other sources of revenue in the General Fund. The assets are depreciated using the straight-line method over estimated useful lives of three to ten years.

G. Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions that affect the reporting of certain assets, liabilities, revenues, and expenditures. Actual results may differ from estimated amounts.

H. Deposits and Investments

All highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are defined as cash equivalents. All investments are reported at fair value.

I. Advertising

The Commission expenses advertising cost as incurred.

J. Accumulated Unpaid Vacation

Accumulated unpaid vacation benefit obligations are accrued when incurred, as such obligations are expected to be paid within the ensuing year.

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

### NOTE 2: CASH AND INVESTMENTS

State statutes authorize the Commission to invest in obligations of the U.S. Treasury, agencies and instrumentalities, commercial paper within the three highest rate classifications by at least two rating services, repurchase agreements collateralized by U.S. Government securities, bankers acceptances and mutual funds composed of investments which are legal for direct investment by local units of government in Michigan.

As of September 30, 2008, the carrying amount and bank balance for each type of deposit and investment account is as follows:

ACCOUNT TYPE	BOOK BALANCE	BANK BALANCE	FDIC INSURED
Cash and cash equivalents			
Petty cash	\$ 150	\$	\$
Demand deposits	21,293	20,802	19,415
Money market			
savings/checking	<u>353,017</u>	<u>353,017</u>	<u>340,661</u>
	<u>\$ 374,460</u>	<u>\$ 373,819</u>	<u>\$ 360,076</u>
Investments			
Certificates of deposit	<u>\$ 43,835</u>	<u>\$ 44,045</u>	<u>\$ 34,924</u>

The Commission's investments (including those presented as cash) are categorized as follows to give an indication of the level of risk assumed by the Commission. Category 1 includes deposits and investments that are insured or registered or for which the securities are held by the Commission or its agent in the Commission's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the brokers' or dealers' trust department or agent in the Commission's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Commission's name

At September 30, 2008, the Commission's investments were classified as follows:

Insured	<u>\$ 34,924</u>
Uninsured and uncollateralized	<u>\$ 9,121</u>

In October, 2008, U.S. Congress passed an Emergency Economic Stabilization law that temporarily raised the FDIC limit to \$250,000. The basic deposit insurance will return to \$100,000 after December 31, 2009.

#### Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Commission does not have a deposit policy for custodial credit risk. As of September 30, 2008, \$22,864 of the Commission's bank balance of \$417,864 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	<u>\$ 22,864</u>
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**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**NOTES TO FINANCIAL STATEMENTS - Continued**

**SEPTEMBER 30, 2008**

**NOTE 3: DUE TO/DUE FROM OTHER GOVERNMENTAL UNITS**

Due from other governmental units and others represents the excess of amounts earned under a project contract over payments received.

PROJECT	DUE FROM
Federal	
FHWA PL 2006-0011/z10/r	\$ 197,151
FTA PL 2006-0011/z9	27,720
MDOT 2006-011/z12	19,920
Michigan Department of Transportation	
MDOT Bike Map Project	4,980
Regional Transportation	13,229
Asset Management	6,863
Centers for Regional Excellence/MSHDA	11,917
Wellhead Protection	9,548
Mid-Michigan Water Authority	
2007	893
2008	<u>1,267</u>
	<u>\$ 293,488</u>

**NOTE 4: INTERFUND RECEIVABLES/PAYABLES**

Amounts due from/to other funds are a result of cash and accrued liability accounts being recorded in the General Fund. At September 30, 2008, project costs exceeded project receipts resulting in a balance of \$144,205 due from the Project Fund to the General Fund.

**NOTE 5: CHANGES IN CAPITAL ASSETS**

A summary of changes in governmental capital assets is as follows:

	OCTOBER 1, 2007	ADDITIONS	PRIOR PERIOD ADJUSTMENT	DELETIONS	SEPTEMBER 30, 2008
Capital assets being depreciated					
Furniture and equipment	\$ 191,795	\$ 12,294	\$	\$ 2,645	\$ 201,444
Less: accumulated depreciation					
Furniture and equipment	<u>154,262</u>	<u>19,151</u>	<u>( 24)</u>	<u>2,645</u>	<u>170,744</u>
NET CAPITAL ASSETS	<u>\$ 37,533</u>	<u>\$ ( 6,857)</u>	<u>\$ 24</u>	<u>\$</u>	<u>\$ 30,700</u>

Depreciation for the governmental activities was charged to the following functions and activities:

**GOVERNMENTAL ACTIVITY**

Projects	
Indirect cost	<u>\$ 19,151</u>

**NOTE 6: PRIOR PERIOD ADJUSTMENT**

For the year ended September 30, 2008, the following prior period adjustment was recorded:

Governmental Funds - General Commissions	
Expenditure corrections	<u>\$ 24</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**NOTES TO FINANCIAL STATEMENTS - Continued**

SEPTEMBER 30, 2008

**NOTE 7: INTERFUND TRANSFERS**

The following are transfers, by fund, for the year ending September 30, 2008:

GOVERNMENTAL FUND	TRANSFERS IN	GOVERNMENTAL FUND	TRANSFERS OUT
General Fund	\$ 19,151	Projects	\$ 19,151
Projects	222,348	General Fund	222,348
General Fund	<u>26,874</u>	Projects	<u>26,874</u>
<b>TOTAL</b>	<b>\$ <u>268,373</u></b>	<b>TOTAL</b>	<b>\$ <u>268,373</u></b>

All transfers were made for operating purposes.

**NOTE 8: DEFERRED REVENUE**

Amounts received under contractual agreements are deferred as revenue until such time as qualifying expenditures are made.

Projects	
Groundwater Management 2008	\$ 27,871
Groundwater Management 2009	9,581
FHWA/STP	262
Non-Point Pollution Committee 2008	59,657
RED Team	34,832
Capacity Building Grant	8,788
EDA Planning Grant	<u>8,292</u>
	<b>\$ <u>149,283</u></b>

**NOTE 9: DEFINED CONTRIBUTION PLAN**

Tri-County Regional Planning Commission sponsors a defined contribution plan called the Tri-County Regional Planning Commission Employee Money Purchase Plan. The plan covers all non-temporary employees who have attained the age of twenty-one and have one full year of service with the Commission.

The employer is required to contribute 9.0% of all covered payroll. Required contributions to the plan were \$52,599, covered payroll was \$584,435 and total payroll was \$651,485 during the fiscal year. Contribution to the plan during the fiscal year was \$52,599.

The vesting of the employee benefits are as follows:

YEARS IN PLAN	VESTING PERCENTAGE
1	0%
2	20
3	40
4	60
5	80
6	100

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Concluded

SEPTEMBER 30, 2008

### NOTE 10: CONTINGENCIES

Grants and reimbursements are subject to audit by the payers. Upon audit, expenditures may be disallowed as not chargeable to the program and, in such event, would be refundable to the payer. Refunds, if any, generally would be payable from Tri-County Regional Planning Commission's undesignated funds.

### NOTE 11: ECONOMIC DEPENDENCY

The Commission receives substantially all of its support from federal, state and local governments. A significant reduction in the level of this support, if this were to occur, could have an effect on the Commission's activities.

### NOTE 12: LEASE

The Commission leases office space based on an annual lease extension agreement. The original lease term began December 28, 1998, and is extended through November 30, 2008. Rental expense for the year ended September 30, 2008 was \$60,765. Future minimum payments are as follows:

YEAR ENDING	AMOUNT
September 30, 2008	\$ <u>10,127</u>

### NOTE 13: EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS

P.A. 621 of 1978, section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

During the year ended September 30, 2008, Tri-County Regional Planning Commission incurred the following expenditures in certain budgetary funds that were in excess of the amounts appropriated as reported in the Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds - Budget and Actual:

	BUDGET	ACTUAL	EXCESS OF AMOUNT APPROPRIATED
PROJECT FUND			
Computer services	\$ 9,800	\$ 41,416	\$( 31,616)
Publications	750	1,772	( 1,022)
Special projects	25,000	25,447	( 447)
Pass-through	23,000	43,951	( 20,951)

### NOTE 14: DISSOLUTION OF RED TEAM

The Regional Economic Development Team (RED Team) signed a "Consolidation Agreement" dated May 23, 2007 with the Lansing Economic Area Partnership (LEAP). The terms of the agreement call for the RED Team to cease operations as of September 30, 2007. The activities of the RED Team continued functioning as a sub-committee of LEAP. The by-laws of the RED Team state that "upon dissolution, the net assets of the Corporation shall be awarded to the Tri-County Regional Planning Commission for like purposes". The transfer of the remaining net assets of the RED Team occurred during the year ended September 30, 2008. The Commission received \$7,939 from LEAP as matching funds for the EDA Project. RED Team Funds of \$5,052 were also used as matching funds for the EDA Project, leaving \$34,382 of deferred revenue at September 30, 2008.

TRI-COUNTY REGIONAL PLANNING COMMISSION  
 COMBINING SCHEDULE OF PROJECT REVENUES  
 FOR THE YEAR ENDED SEPTEMBER 30, 2008

	CENTERS FOR REGIONAL EXCELLENCE / MSHDA (30100)	WELLHEAD PROTECTION (30200)	NON-POINT POLLUTION COMMITTEE (30300)	GROUND WATER MANAGEMENT (30400)	MID- MICHIGAN WATER AUTHORITY 2008 (30700)
REVENUES					
Federal sources	\$	\$	\$	\$	\$
State sources	14,081				
Local sources		9,548	78,170	99,464	1,267
Other			1,206	12,900	
TOTAL REVENUES	<u>14,081</u>	<u>9,548</u>	<u>79,376</u>	<u>112,364</u>	<u>1,267</u>
OTHER FINANCING SOURCES					
Operating transfers in Local match					
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 14,081</u>	<u>\$ 9,548</u>	<u>\$ 79,376</u>	<u>\$ 112,364</u>	<u>\$ 1,267</u>

MID- MICHIGAN WATER AUTHORITY 2007 (30800)	EDA PLANNING GRANT (31400)	CAPACITY BUILDING GRANT (31800)	MDOT/ FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)	REGIONAL TRANSPORTATION CONTRACT (32400)
\$	\$ 50,163	\$	\$ 511,942	\$	\$
893				30,496	40,100
<u>893</u>	<u>50,163</u>	<u>29,956</u>	<u>511,942</u>	<u>30,496</u>	<u>40,100</u>
	50,164		113,522		378
\$ <u><u>893</u></u>	\$ <u><u>100,327</u></u>	\$ <u><u>29,956</u></u>	\$ <u><u>625,464</u></u>	\$ <u><u>30,496</u></u>	\$ <u><u>40,478</u></u>

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TRI-COUNTY REGIONAL PLANNING COMMISSION  
 COMBINING SCHEDULE OF PROJECT REVENUES - Concluded  
 FOR THE YEAR ENDED SEPTEMBER 30, 2008

	STP (32800)	FTA GRANT PL 2006-0011/z9 SECTION 5303 FUNDS (33000)	MDOT - BIKE MAP PROJECT (34000)	RED TEAM (34500)	TOTAL
REVENUES					
Federal sources	\$ 157,927	\$ 92,943	\$ 19,920 4,980	\$	\$ 832,895 89,657
State sources				12,991	202,333
Local sources					44,062
Other					
TOTAL REVENUES	<u>157,927</u>	<u>92,943</u>	<u>24,900</u>	<u>12,991</u>	<u>1,168,947</u>
OTHER FINANCING SOURCES					
Operating transfers in					
Local match	<u>35,028</u>	<u>23,236</u>	<u>20</u>		<u>222,348</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 192,955</u>	<u>\$ 116,179</u>	<u>\$ 24,920</u>	<u>\$ 12,991</u>	<u>\$ 1,391,295</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
COMBINING SCHEDULE OF PROJECT EXPENDITURES  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	CENTERS FOR REGIONAL EXCELLENCE / MSHDA (30100)		WELLHEAD PROTECTION (30200)		NON-POINT POLLUTION COMMITTEE (30300)		GROUND WATER MANAGEMENT (30400)		MID- MICHIGAN WATER AUTHORITY 2008 (30800)	
EXPENDITURES										
Direct costs										
Salaries and wages	\$	5,258	\$	4,004	\$	27,544	\$	40,481	\$	548
Fringe benefits		2,411		1,836		12,626		18,556		247
Telephone								27		
Postage						172		445		22
Printing and copying		2				89		669		27
Office supplies						87				
Graphic supplies										
Travel-in region		15		284		300		1,009		
Travel-out region								1,004		
Training						531				
Computer services		168				365		84		
Computer software										
Publications		404								
Advertising										
Membership dues								228		
Special projects						10,045		14,911		
Consultant fees										
Contractual services		1,206								
Transfer for match										
Pass-through						4,293				
Indirect costs		4,617		3,424		23,324		34,950		423
TOTAL EXPENDITURES	\$	14,081	\$	9,548	\$	79,376	\$	112,364	\$	1,267

MID- MICHIGAN WATER AUTHORITY 2007 (30900)	EDA PLANNING GRANT (31400)	CAPACITY BUILDING GRANT (31800)	MDOT/ FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)	REGIONAL TRANSPORTATION CONTRACT (32400)
\$ 350	\$ 42,640	\$ 5,312	\$ 197,408	\$ 11,845	\$ 11,118
164	19,546	2,435	86,019	5,430	4,953
	45		331		
14	124		3,882		3
13	107		9,901		33
			600		
			20		
	664	242	3,006		10
	486		7,936		
			2,981		
			29,534		750
			4,341		111
			1,114		
			3,061		
	735		490		
			78,246		
			543		
		17,500		3,561	123
		4,467		9,660	13,883
<u>352</u>	<u>35,980</u>	<u>17,500</u>	<u>196,051</u>	<u>3,561</u>	<u>9,494</u>
\$ <u>893</u>	\$ <u>100,327</u>	\$ <u>29,956</u>	\$ <u>625,464</u>	\$ <u>30,496</u>	\$ <u>40,478</u>

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TRI-COUNTY REGIONAL PLANNING COMMISSION  
COMBINING SCHEDULE OF PROJECT EXPENDITURES - Concluded  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	STP (32800)	FTA GRANT PL 2006-0011/z9 SECTION 5303 FUNDS (33000)	MDOT - BIKE MAP PROJECT (34000)	RED TEAM (34500)	TOTAL
<b>EXPENDITURES</b>					
Direct costs					
Salaries and wages	\$	\$ 43,366	\$ 2,717	\$	\$ 392,591
Fringe benefits		18,868	1,245		174,336
Telephone		76			479
Postage		888			5,550
Printing and copying		2,237			13,078
Office supplies		137			824
Graphic supplies		5			25
Travel-in region		686	93		6,309
Travel-out region		1,818			11,244
Training		683			4,195
Computer services		3,346			34,247
Computer software		487			4,939
Publications		254			1,772
Advertising		702			3,763
Membership dues		112			1,565
Special projects					24,956
Consultant fees	192,955	1,225			272,426
Contractual services		97			1,969
Transfer for match				12,991	26,874
Pass-through			18,597		43,951
Indirect costs		41,192	2,268		366,202
<b>TOTAL EXPENDITURES</b>	<b>\$ 192,955</b>	<b>\$ 116,179</b>	<b>\$ 24,920</b>	<b>\$ 12,991</b>	<b>\$ 1,391,295</b>

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TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
CENTERS FOR REGIONAL EXCELLENCE / MSHDA  
PROJECT PERIOD APRIL 1, 2006 THROUGH SEPTEMBER 30, 2008

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	APRIL 1, 2006 THROUGH SEPTEMBER 30, 2007	APRIL 1, 2006 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30100)			
REVENUES			
State of Michigan			
Cash received	\$ 2,164	\$ 10,919	\$ 13,083
Receivables - current year	11,917		11,917
TOTAL REVENUES	<u>\$ 14,081</u>	<u>\$ 10,919</u>	<u>\$ 25,000</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 5,258	\$ 2,655	\$ 7,913
Fringe benefits	2,411	1,126	3,537
Postage		190	190
Printing and copying	2	19	21
Office supplies		222	222
Travel in-region	15	105	120
Travel out-region		809	809
Computer services	168	721	889
Publications	404		404
Contractual services	1,206	1,456	2,662
Indirect costs	4,617	3,616	8,233
TOTAL EXPENDITURES	<u>\$ 14,081</u>	<u>\$ 10,919</u>	<u>\$ 25,000</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
WELLHEAD PROTECTION  
PROJECT PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009

	JULY 1, 2008 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30200)	
REVENUES	
Local	
Receivables - current year	\$ <u>9,548</u>
EXPENDITURES	
Direct costs	
Salaries and wages	\$ 4,004
Fringe benefits	1,836
Travel-in region	284
Indirect costs	<u>3,424</u>
TOTAL EXPENDITURES	\$ <u>9,548</u>



TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
NON-POINT POLLUTION COMMITTEE 2008  
PROJECT PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2008

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2007	OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30300)			
REVENUES			
Local			
Cash received	\$ 71,915	\$ 711,294	\$ 783,209
Deferred revenue - prior year	65,912		65,912
Deferred revenue - current year	(59,657)		(59,657)
Other	1,206	1,441	2,647
TOTAL REVENUES	<u>\$ 79,376</u>	<u>\$ 712,735</u>	<u>\$ 792,111</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 27,544	\$ 73,178	\$ 100,722
Fringe benefits	12,626	31,795	44,421
Postage	172	796	968
Printing and copying	89	1,341	1,430
Office supplies	87	75	162
Graphic supplies		14	14
Travel-in region	300	1,671	1,971
Travel-out region		90	90
Training	531	346	877
Computer services	365	599	964
Publications		149	149
Special projects	10,045	24,679	34,724
Contractual services		1,160	1,160
Pass-through	4,293	507,802	512,095
Indirect costs	23,324	69,040	92,364
TOTAL EXPENDITURES	<u>\$ 79,376</u>	<u>\$ 712,735</u>	<u>\$ 792,111</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
GROUNDWATER MANAGEMENT 2008  
PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

VARIOUS MUNICIPALITIES - Cash (30400)

REVENUES

Local

Cash received	\$ 52,106
Deferred revenue - prior year	75,229
Deferred revenue - current year	(27,871)
Other revenue	<u>12,900</u>
TOTAL REVENUES	<u>\$ 112,364</u>

EXPENDITURES

Direct costs

Salaries and wages	\$ 40,481
Fringe benefits	18,556
Telephone	27
Postage	445
Printing and copying	669
Travel-in region	1,009
Travel-out region	1,004
Computer services	84
Membership dues	228
Special projects	14,911
Indirect costs	<u>34,950</u>
TOTAL EXPENDITURES	<u>\$ 112,364</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
MID-MICHIGAN WATER AUTHORITY 2008  
PROJECT PERIOD JANUARY 1, 2008 THROUGH DECEMBER 31, 2008

JANUARY 1,  
2008  
THROUGH  
SEPTEMBER 30,  
2008

MID-MICHIGAN WATER AUTHORITY - Cash (30700)

REVENUES

Local  
Receivables - current year

\$ 1,267

EXPENDITURES

Direct costs  
Salaries and wages  
Fringe benefits  
Postage  
Printing and copying  
Indirect costs

\$ 548  
247  
22  
27  
423

TOTAL EXPENDITURES

\$ 1,267

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
MID-MICHIGAN WATER AUTHORITY 2007  
PROJECT PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2007

	OCTOBER 1, 2007 THROUGH DECEMBER 31, 2007	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2007	JANUARY 1, 2007 THROUGH DECEMBER 31, 2007
MID-MICHIGAN WATER AUTHORITY - Cash (30800)			
REVENUES			
Local			
Cash received	\$	\$	\$
Receivables - current year	893	1,399	1,399
TOTAL REVENUES	<u>\$ 893</u>	<u>\$ 1,399</u>	<u>\$ 2,292</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 350	\$ 602	\$ 952
Fringe benefits	164	257	421
Postage	14	7	21
Printing and copying	13	9	22
Indirect costs	<u>352</u>	<u>524</u>	<u>876</u>
TOTAL EXPENDITURES	<u>\$ 893</u>	<u>\$ 1,399</u>	<u>\$ 2,292</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
EDA PLANNING GRANT  
PROJECT PERIOD JULY 1, 2007 THROUGH JUNE 30, 2010

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	JULY 1, 2007 THROUGH SEPTEMBER 30, 2007	JULY 1, 2007 THROUGH SEPTEMBER 30, 2008
EDA GRANT NO 06-83-05219 (31400)			
EDA - \$157,884 - Cash			
TCRPC - \$157,884 - Cash, in-kind			
<b>REVENUES</b>			
Federal grant			
Cash received	\$ 49,726	\$ 4,428	\$ 54,154
Deferred revenue - prior year	8,729		8,729
Deferred revenue - current	(8,292)		(8,292)
Other			
In-kind contributions		2,214	2,214
<b>TOTAL REVENUES</b>	<u>50,163</u>	<u>6,642</u>	<u>56,805</u>
<b>OTHER FINANCING SOURCES</b>			
Operating transfers in			
Local match	50,164	2,214	52,378
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>\$ 100,327</u>	<u>\$ 8,856</u>	<u>\$ 109,183</u>
<b>EXPENDITURES</b>			
Direct costs			
Salaries and wages	\$ 42,640	\$ 2,851	\$ 45,491
Fringe benefits	19,546	1,233	20,779
Telephone	45	7	52
Postage	124	25	149
Printing and copying	107		107
Travel-in region	664	8	672
Travel-out region	486		486
Membership dues	735		735
Contributed services		2,214	2,214
Indirect costs	35,980	2,518	38,498
<b>TOTAL EXPENDITURES</b>	<u>\$ 100,327</u>	<u>\$ 8,856</u>	<u>\$ 109,183</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
CAPACITY BUILDING GRANT  
PROJECT PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2008

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2008	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2008
OTHER - Cash (31800)			
REVENUES			
Other			
Cash received	\$ 3,000	\$ 13,756	\$ 16,756
Deferred revenue - prior year	35,744		35,744
Deferred revenue - current year	(8,788)		(8,788)
TOTAL REVENUES	<u>29,956</u>	<u>13,756</u>	<u>43,712</u>
OTHER FINANCING SOURCES			
Operating transfers in			
Local match		3,000	3,000
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 29,956</u>	<u>\$ 16,756</u>	<u>\$ 46,712</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 5,312	\$ 2,920	\$ 8,232
Fringe benefits	2,435	1,263	3,698
Travel-in region	242	12	254
Pass-through	17,500	10,000	27,500
Indirect costs	4,467	2,561	7,028
TOTAL EXPENDITURES	<u>\$ 29,956</u>	<u>\$ 16,756</u>	<u>\$ 46,712</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
MDOT/FHWA PL FUNDS

PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

MDOT/FHWA CONTRACT NO. PL 2006-0011/z10/r/ (32100)

MDOT/FHWA - \$551,734 - Cash

TCRPC - \$122,345 - Cash

REVENUES

Federal grant

Cash received

Receivables - current year

\$ 314,791

197,151

TOTAL REVENUES

511,942

OTHER FINANCING SOURCES

Operating transfers in

Local match

113,522

TOTAL REVENUES AND OTHER  
FINANCING SOURCES

\$ 625,464

EXPENDITURES

Direct costs

Salaries and wages

Fringe benefits

Telephone

Postage

Printing and copying

Office supplies

Graphic supplies

Travel-in region

Travel-out region

Training

Computer services

Computer software

Publications

Advertising

Membership dues

Consultant fees

Contractual services

Indirect costs

\$ 197,408

86,019

331

3,882

9,901

600

20

3,006

7,936

2,981

29,534

4,341

1,114

3,061

490

78,246

543

196,051

TOTAL EXPENDITURES

\$ 625,464

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
MDOT GRANT - ASSET MANAGEMENT  
PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

MDOT CONTRACT NO. 2006-0022/z6 (32300)

MDOT - \$33,786 - Cash

REVENUES

State of Michigan

Cash received

\$ 23,633

Receivables - current year

6,863

TOTAL REVENUES

\$ 30,496

EXPENDITURES

Direct costs

Salaries and wages

\$ 11,845

Fringe benefits

5,430

Pass-through

3,561

Indirect costs

9,660

TOTAL EXPENDITURES

\$ 30,496



TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
REGIONAL TRANSPORTATION CONTRACT  
PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

MDOT CONTRACT NO. 2006-0022/z5 (32400)  
MDOT - \$40,100 - Cash

REVENUES

State of Michigan	\$	26,871
Cash received		13,229
Receivables - current year		<u>40,100</u>
TOTAL REVENUES		

OTHER FINANCING SOURCES

Operating transfers in		
Local match		<u>378</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$	<u><u>40,478</u></u>

EXPENDITURES

Direct costs	\$	11,118
Salaries and wages		4,953
Fringe benefits		3
Postage		33
Printing and copying		10
Travel-in region		750
Computer services		111
Computer software		123
Contractual services		13,883
Transfers for match		<u>9,494</u>
Indirect costs		
TOTAL EXPENDITURES	\$	<u><u>40,478</u></u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
STP

PROJECT PERIOD OCTOBER 25, 2007 THROUGH SEPTEMBER 30, 2008

FHWA CONTRACT NO. 2006-0011/z11 (32800)

FHWA/STP - \$188,100 - Cash

TCRPC - \$41,710 - Cash

REVENUES

Federal

Cash received

\$ 158,189

Deferred revenue - current year

(262)

TOTAL REVENUES

157,927

OTHER FINANCING SOURCES

Operating transfers in

Local match

35,028

TOTAL REVENUES AND OTHER  
FINANCING SOURCES

\$ 192,955

EXPENDITURES

Direct costs

Consultant fee

\$ 192,955

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
FEDERAL TRANSIT ADMINISTRATION

SECTION 5303 FUNDS  
PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

FTA CONTRACT NO. PL 2006-0011/z9 (33000) .  
FTA - \$110,584 - Cash  
TCRPC - \$27,676 - Cash

REVENUES

Federal grant	\$	65,223
Cash		27,720
Receivables - current year		
TOTAL REVENUES		<u>92,943</u>

OTHER FINANCING SOURCES

Operating transfers in		
Local match		<u>23,236</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$	<u><u>116,179</u></u>

EXPENDITURES

Direct costs	\$	43,366
Salaries and wages		18,868
Fringe benefits		76
Telephone		888
Postage		2,237
Printing and copying		137
Office supplies		5
Graphic supplies		686
Travel-in region		1,818
Travel-out region		683
Training		3,346
Computer services		487
Computer software		254
Publications		702
Advertising		112
Membership dues		1,225
Consultant fees		97
Contractual services		<u>41,192</u>
Indirect costs		
TOTAL EXPENDITURES	\$	<u><u>116,179</u></u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
MDOT - BIKE MAP PROJECT  
PROJECT PERIOD JUNE 16, 2008 THROUGH SEPTEMBER 30, 2008

MDOT CONTRACT NO. 2006-0011/z12 (34000)  
SPR - \$19,920 - Cash  
MDOT - \$4,980 - Cash

REVENUES

Federal	
Receivables - current year	\$ 19,920
State	
Receivables - current year	<u>4,980</u>
TOTAL REVENUES	<u>24,900</u>

OTHER FINANCING SOURCES

Operating transfers in	
Local match	<u>20</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 24,920</u>

EXPENDITURES

Direct costs	
Salaries and wages	\$ 2,717
Fringe benefits	1,245
Travel-in region	93
Pass-through	18,597
Indirect costs	<u>2,268</u>
TOTAL EXPENDITURES	<u>\$ 24,920</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF PROJECT REVENUES AND EXPENDITURES  
REGIONAL ECONOMIC DEVELOPMENT TEAM  
PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

RED TEAM - Cash (34500)

REVENUES

RED Team

Cash received

\$ 7,939  
39,884  
(34,832)

Deferred revenue - prior year

Deferred revenue - current year

TOTAL REVENUES

\$ 12,991

EXPENDITURES

Direct costs

Transfer for match

\$ 12,991

TRI-COUNTY REGIONAL PLANNING COMMISSION  
ANALYSIS OF COMPLETED PROJECTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	GROUNDWATER MANAGEMENT 2008 (30400)	MID- MICHIGAN WATER AUTHORITY 2007 (30800)	MDOT/FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)
Total expenditures	\$ 112,364	\$ 2,292	\$ 625,464	\$ 30,496
Less: locally funded expenditures	<u>112,364</u>	<u>2,292</u>	<u>113,522</u>	<u>          </u>
Allowable expenditures			511,942	30,496
Grantor participation	<u>          </u>	<u>          </u>	<u>81.85%</u>	<u>100.00%</u>
Grant revenues			511,942	30,496
Grant receipts	<u>          </u>	<u>          </u>	<u>314,791</u>	<u>23,633</u>
Due from Grantor	\$ <u><u>          </u></u>	\$ <u><u>          </u></u>	\$ <u><u>197,151</u></u>	\$ <u><u>6,863</u></u>

REGIONAL TRANSPORTATION CONTRACT (32400)	STP (32800)	FTA SECTION 5303 FUNDS (33000)	MDOT BIKE MAP PROJECT (34000)	REGIONAL ECONOMIC DEVELOPMENT TEAM (34500)
\$ 40,478	\$ 192,955	\$ 116,179	\$ 24,920	\$ 12,991
<u>378</u>	<u>35,028</u>	<u>23,236</u>	<u>20</u>	<u>12,991</u>
40,100	157,927	92,943	24,900	
<u>99.07%</u>		<u>80.00%</u>	<u>99.92%</u>	
40,100	157,927	92,943	24,900	
<u>26,871</u>	<u>158,189</u>	<u>65,223</u>		
<u>\$ 13,229</u>	<u>\$ (262)</u>	<u>\$ 27,720</u>	<u>\$ 24,900</u>	<u>\$</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
ANALYSIS OF LOCAL MATCH AND INDIRECT CHARGES  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	LOCAL MATCH		TOTAL
	COMMISSION	PROJECTS	
EDA Planning Grant 07/08	\$ 50,164	\$	\$ 50,164
FHWA PL Funds	113,522		113,522
Federal Transportation Administration	23,236		23,236
MDOT - Bike Map Project	20		20
STP	35,028		35,028
MDOT - State Trunkline		378	378
	<u>\$ 221,970</u>	<u>\$ 378</u>	<u>\$ 222,348</u>



TRI-COUNTY REGIONAL PLANNING COMMISSION  
ANALYSIS OF INDIRECT COST RATE  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

	INDIRECT BASE	INDIRECT COSTS
Total expenditures	\$	\$ 1,762,682
Direct expenditures	1,341,049	(1,341,049)
Less:		
Special projects	(25,447)	
Furniture and equipment	(12,294)	
Consultant	(272,426)	
Contractual services	(4,811)	
Match	(222,348)	
Audit	(7,300)	
Pass-through	(43,951)	
	\$ <u>752,472</u>	\$ <u>421,633</u>

Indirect cost rate (indirect costs as a percent of indirect base) 56.0330%

Indirect costs are allocated to all projects equally. Allocated indirect costs in excess of amounts that can be funded by a contract or grant are absorbed by the Commission through indirect credits. The indirect cost rate percentage is applied only against allowable direct costs in each project.

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# TRI-COUNTY REGIONAL PLANNING COMMISSION

## SCHEDULE OF FRINGE BENEFITS

FOR THE YEAR ENDED SEPTEMBER 30, 2008

Social security	\$ 48,476
Unemployment taxes	58
Pension costs	52,599
Health insurance	161,098
Dental insurance	17,169
Group life insurance	8,128
HelpNet	410
Workers' compensation	1,384
Pension administration	3,240
Fringe benefits miscellaneous	2,555
Total fringe benefits	<u>\$ 295,117</u>
Salaries and wages for the year ended September 30, 2008	<u>\$ 654,499</u>
Fringe benefit rate - All employees	<u>45.0905%</u>
Fringe benefit rate - Full-time employees	45.8400%
Fringe benefit rate - Part-time employees	7.6553%

TRI-COUNTY REGIONAL PLANNING COMMISSION

TRANSPORTATION SUMMARY OF EXPENDITURES

REGIONAL TRANSPORTATION

MDOT PL 2006-0011/z10/r/, FTA 5303 2006-011/z9, MDOT MTF 2006-0022/z5,

MDOT MTF 2006-0022/z6 AND FHWA STP 2006-0011/z11

FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

TASK #	TASK NAME	MDOT/ FHWA BUDGET	MDOT/ FHWA EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
I	Database management	\$ 433,984	\$ 329,828	\$ 104,156
II	Long-range planning	86,663	104,859	(18,196)
III	Short-range planning	17,164	4,774	12,390
IV	Program management and coordination	143,733	146,580	(2,847)
V	Transportation programming activities	49,415	39,423	9,992
VI	Other related activities			
	GRAND TOTALS	\$ <u>730,959</u>	\$ <u>625,464</u>	\$ <u>105,495</u>

FTA SECTION 5303 BUDGET	FTA SECTION 5303 EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)	MDOT BUDGET	MDOT EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
\$ 64,485	\$ 44,630	\$ 19,855	\$ 12,338	\$ 13,187	\$ (849)
11,549	11,267	282	14,427	15,124	(697)
1,995	665	1,330			
34,460	33,582	878	10,735	10,735	
8,790	7,011	1,779	1,600	1,214	386
<u>16,951</u>	<u>19,023</u>	<u>(2,072)</u>	<u>1,000</u>	<u>219</u>	<u>781</u>
<u>\$ 138,230</u>	<u>\$ 116,178</u>	<u>\$ 22,052</u>	<u>\$ 40,100</u>	<u>\$ 40,479</u>	<u>\$ (379)</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION SUMMARY OF EXPENDITURES - Concluded  
REGIONAL TRANSPORTATION

MDOT PL 2006-0011/z10/r, FTA 5303 2006-011/z9, MDOT MTF 2006-0022/z5,  
MDOT MTF 2006-0022/z6 AND FHWA STP 2006-0011/z11  
FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

TASK #	TASK NAME	ASSET MANAGEMENT BUDGET	ASSET MANAGEMENT EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
I	Database management	\$ 33,786	\$ 30,496	\$ 3,290
II	Long-range planning			
III	Short-range planning			
IV	Program management and coordination			
V	Transportation programming activities			
VI	Other related activities			
	GRAND TOTALS	<u>\$ 33,786</u>	<u>\$ 30,496</u>	<u>\$ 3,290</u>

STP BUDGET	STP EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)	TOTAL BUDGET	TOTAL EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
\$ 229,810	\$ 192,955	\$ 36,855	\$ 774,403	\$ 611,096	\$ 163,307
			112,639	131,250	(18,611)
			19,159	5,439	13,720
			188,928	190,897	(1,969)
			59,805	47,648	12,157
			17,951	19,242	(1,291)
<u>\$ 229,810</u>	<u>\$ 192,955</u>	<u>\$ 36,855</u>	<u>\$ 1,172,885</u>	<u>\$ 1,005,572</u>	<u>\$ 167,313</u>

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## Layton & Richardson, P.C.

Certified Public Accountants

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission, as of and for the year ended September 30, 2008, which collectively comprise Tri-County Regional Planning Commission's basic financial statements and have issued our report thereon dated December 3, 2008. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Tri-County Regional Planning Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting.

**FINDING: 2008-1** Tri-County Regional Planning Commission does not have an individual with sufficient formal training, prior experience or working knowledge of generally accepted accounting principles to properly apply them in preparing its annual financial statements with footnote disclosures in accordance with generally accepted accounting principles.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tri-County Regional Planning Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Tri-County Regional Planning Commission, in a separate letter dated December 3, 2008.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the Commission, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Layton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008



## Layton & Richardson, P.C.

*Certified Public Accountants*

### REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

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#### Compliance

We have audited the compliance of Tri-County Regional Planning Commission with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133, Compliance Supplement that are applicable to its major federal program for the year ended September 30, 2008. Tri-County Regional Planning Commission's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of Tri-County Regional Planning Commission's management. Our responsibility is to express an opinion on Tri-County Regional Planning Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining on a test basis, evidence about Tri-County Regional Planning Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Tri-County Regional Planning Commission's compliance with those requirements.

In our opinion, Tri-County Regional Planning Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2008.

#### Internal Control Over Compliance

The management of Tri-County Regional Planning Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

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Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the Commission, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Lagton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008

TRI-COUNTY REGIONAL PLANNING COMMISSION  
SCHEDULE OF FEDERAL FINANCIAL AWARDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2008

FEDERAL GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER
Department of Commerce EDA Support for Planning Programs	11.302	06-83-05219
Federal Highway Administration FHWA Passed through Michigan Department of Transportation	20.205	2006-0011/z10/r/
FTA Section 5303 FTA Passed through Michigan Department of Transportation	20.205	2006-0011/z9
FHWA STP Passed through Michigan Department of Transportation	20.205 20.205	2006-0011/z11 2006-0011/z12

NOTES:

- (1) The Schedule of Expenditures of Federal Awards includes the federal grant activity of the Tri-County Regional Planning Commission and is presented on the modified accrual basis of accounting. The information presented in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

GRANT		AWARD	CURRENT	CUMMULATIVE
FROM	TO	AMOUNT	YEAR	EXPENDITURES
7/1/2007	6/30/2010	\$ 157,884	\$ 50,163	\$ 54,591
10/1/2007	9/30/2008	551,734	511,943	511,943
10/1/2007	9/30/2008	110,584	92,943	92,943
10/25/2007	9/30/2008	188,100	157,927	157,927
6/16/2008	9/30/2008	19,920	19,920	19,920
			\$ 832,896	\$ 837,324

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the basic financial statements of Tri-County Regional Planning Commission.
2. No reportable conditions relating to the audit of the financial statements are reported.
3. No instances of noncompliance material to the financial statements of Tri-County Regional Planning Commission were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported.
5. The auditor's report on compliance for the major federal award programs for Tri-County Regional Planning Commission expresses an unqualified opinion.
6. There are no audit findings relative to the major federal award programs for Tri-County Regional Planning Commission.
7. The programs tested as major programs were: Federal Highway Administration Grant, CFDA No. 20.505, Pass-through Grantor's Numbers 2006-0011/z10/r/ and 2003-0011/z11.
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Tri-County Regional Planning Commission was determined to be a low-risk auditee.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

2008-1      Tri-County Regional Planning Commission does not have an individual with sufficient formal training, prior experience or working knowledge of generally accepted accounting principles to properly apply them in preparing its annual financial statements with footnote disclosures in accordance with generally accepted accounting principles.

**Management  
Response**

Tri County Regional Planning Commission's Finance Director is sufficiently trained, experienced, knowledgeable and competent in performing the daily and monthly accounting functions and reporting with excellence. The Board reviews and approves monthly financial information. It would not be cost effective for the Commission to hire an individual with sufficient current knowledge of generally accepted accounting principles.

**C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None.





# Layton & Richardson, P.C.

Certified Public Accountants

## LETTER OF COMMENTS AND RECOMMENDATIONS

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Tri-County Regional Planning  
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We have audited the financial statements of TRI-COUNTY REGIONAL PLANNING COMMISSION for the year ended September 30, 2008, and have issued our report thereon dated December 3, 2008. As part of our audit, we made a study and evaluation of the system of internal accounting control of Tri-County Regional Planning Commission to the extent we considered necessary to evaluate the system as required by U.S. generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the Commission's financial statements.

The management of Tri-County Regional Planning Commission is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with U.S. generally accepted accounting principles. Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation, made for the limited purpose described in the first paragraph, would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of Tri-County Regional Planning Commission. We noted the following recommendations that could improve the Commission's internal controls.

### PRIOR YEAR RECOMMENDATIONS

04-1 The Executive Secretary performs several cash receipt functions, such as delivering deposits to the bank, opening the bank statement and reconciling the bank statement to the accounting records. We recommend the Finance Director receive, open and review the monthly bank statements before they are submitted to the Executive Secretary for reconciling. Additionally, we recommend that the Executive Director open and review the bank statement two times annually. This would strengthen internal controls over cash receipts. **Current year status: See recommendation 06-1.**

06-1 Due to staffing changes, at the time of performing our September 30, 2006 year end audit procedures, the Executive Secretary was no longer involved in the processing of cash receipts and was no longer reconciling the bank statements. The Finance Director was performing all functions of the cash receipts process and was reconciling the bank statements to the accounting records, resulting in inadequate segregation of duties. Strong internal controls require segregation of duties which protect both the organization (from individuals who are provided opportunities to take advantage of poor controls) and the individuals performing functions (by having others reviewing and confirming accurate and complete processing of information). As is common in smaller organizations, there are few staff members among whom accounting functions may be distributed. In situations such as this, it is important for the Executive Director to perform review and oversight functions to compensate for inadequate segregation of duties due to limited staff size. It is our understanding that the Executive Director and Finance Director have evaluated the cash receipts process and are in the process of implementing changes to strengthen internal controls over cash receipts. When these changes are fully implemented the following procedures and controls will be in place:

#### PRIOR YEAR RECOMMENDATIONS - Concluded

- a. The bank statement will be delivered, unopened, to the Executive Secretary, who will open it and reconcile the bank statement activity and month end bank balance to the accounting records. As needed, the Finance Director will assist the Executive Secretary in performing the reconciliation. The Executive Secretary will initial and date the reconciliation upon completion and deliver it to the Finance Director. **Current year status:** This recommendation has been implemented.
- b. The Finance Director will review the reconciliation and document approval by initialing and dating the reconciliation under the Executive Secretary's initials. **Current year status:** This recommendation has been implemented.
- c. On a "surprise" basis (at least two times annually) the Executive Director will review the bank reconciliation and document approval by initialing and dating under the Finance Director's initials. **Current year status:** One bank reconciliation was initialed by the Executive Director. This recommendation has been implemented.

We concur with these changes and recommend their full implementation. They will add important review and oversight steps to help compensate for inadequate segregation of duties, thus improving internal controls over cash receipts.

- 06-2 During our testing of reporting required by grants, we noted instances where quarterly billings and progress reports were not filed on or before their due date. It is our understanding that an extension of time to file was obtained, however, there was no documentation available to evidence the extension. To help assure no grant expenditures will be denied by the grantor, it is important to document compliance with all terms of grant agreements. We recommend that all grant reports be filed timely. Additionally, we recommend that all report extension approvals be obtained in writing and be retained in the grant file with the copy of the corresponding report. **Current year status:** This recommendation has been implemented.
- 07-1 We noted instances of checks held for over a week before being deposited into the Commission's bank account. To strengthen controls, we recommend that deposits be made at least every other week, or when the total amount of checks received but not deposited exceeds \$10,000. **Current year status:** This recommendation has not been implemented. We noted an instance of a check held for three weeks before it was deposited.
- 07-2 During our testing of payroll transactions, we noted instances where the withholding from Form W-4 was not current. To help assure accurate income tax withholdings, we recommend that employees be required to submit updated W-4 forms every three years for federal, state and local income taxes. **Current year status:** This recommendation has been implemented, however, not all exemptions were correctly entered into the payroll system. When employees submit revised W-4 forms, we recommend the information in the payroll system be updated to agree to the revised W-4 forms.
- 07-3 The Finance Director processes payroll, prepares payroll tax filings and remits payroll taxes. As purchase requests are not required for disbursements of payroll related items, we recommend that the Executive Director review the payroll tax remittances and compare amounts to the totals from the payroll journals. This will strengthen internal controls over payment of payroll taxes. **Current year status:** This recommendation has been implemented.

#### CURRENT YEAR RECOMMENDATIONS

- 08-1 We noted a payment of a credit card statement where all charge transactions were not supported by attached charge slips or other documentation such as an on-line order confirmation or invoice copy for credit card charges initiated by a telephone call. Strong internal controls require appropriate supporting documentation be maintained for all transactions. We recommend that supporting documentation be required for all credit card transactions and that supporting documentation for all credit card transactions be attached to the monthly statement where they appear.

These conditions were considered in determining the nature, timing and extent of the tests to be applied in our audit of the September 2008, financial statements, and this report does not affect our report on the financial statements dated December 3, 2008.

We appreciate the assistance and cooperation extended to us by the staff at Tri-County Regional Planning Commission, particularly that of Greg Hoffman.

This report is intended solely for the use of management and federal and state agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by Tri-County Regional Planning Commission, is a matter of public record.

*Layton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008

Tri-County Regional Planning Commission

# EXECUTIVE DIRECTOR'S ANNUAL ACCOMPLISHMENTS 2007-2008

DECEMBER, 2008

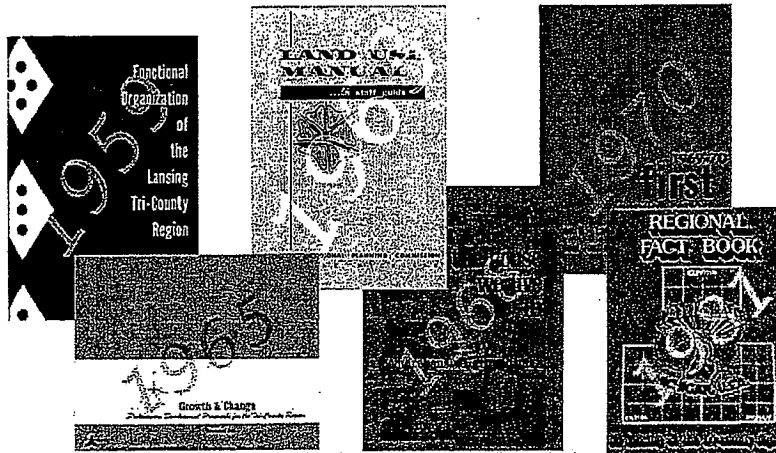
FROM THE 1-12-09 COUNCIL MEETING PACKET

REFERRED TO THE COMMITTEE ON  
INTERGOVERNMENTAL RELATIONS

## *A Little History.....*

Over fifty years ago in 1956 the political and business leadership in the greater Lansing region came together to form the Tri-County Regional Planning Commission. Those community leaders recognized that with the projected growth that was to come to the Capitol region over the next few decades, an organization was needed to provide a forum for communities to come together to address the inter-jurisdictional issues that new growth would generate at both the local and regional level. In the early years of the Commission, much of its focus was on helping smaller units of government in the region put in place the planning tools they would need to manage growth properly. Early efforts also included the first regional plan, "The House We Live In," which projected where new growth was likely to occur and the transportation and infrastructure network that would be needed to support this pattern of growth.

Over the past fifty years the TCRPC has developed plans and programs that have guided the growth and development of the region in the areas of water quality and water quantity, solid waste disposal, housing, economic development strategies, land use, zoning, subdivision platting, criminal justice, parks and open space, highways, air quality modeling, public transit, bicycle-pedestrian paths, hazard mitigation and many other special studies.



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LANSING CITY CLERK

## SPECIAL INTEREST AREAS

- ♦ Environmental Programs
- ♦ Regional Data Center
- ♦ Transportation
- ♦ Regional Growth Project

## INSIDE THIS ISSUE:

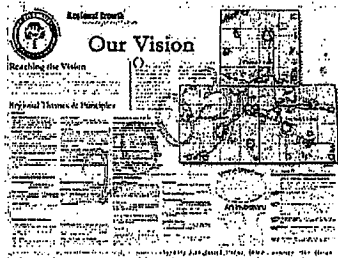
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### *History (continued).....*

The TCRPC is also the source of a wide range of data and information including maps, aerial photographs, census data, traffic volumes and demographic analysis that can be used for both public and private business planning.

More recently the **"Regional Growth: Choices for Our Future"** project was completed and is now being implemented through the work of several Implementation Task Forces. The purpose of this project was to actively engage the region's citizens to examine the implications of regional land use and other trends on the region's future and to seek consensus on a shared vision for the future of the region.



TCRPC is proud to be one of the oldest regional planning commissions in the country that is still providing quality planning and addressing the growth and development issues of today, while also looking to the needs of the region in the future.

On an annual basis one of our primary goals is to improve TCRPC's image and visibility by taking our studies and programs out into the community. These include Transportation, Economic Development, Environmental, Data Center and more recently Land Use through the Regional Growth Project, Phase II Stormwater and Hazard Mitigation.

In recent years some of the programs have become much more visible through marketing and outreach efforts that are targeted to reach not just the local official but the average citizen. These efforts for the most part have been issue specific, like the abandoned well program, Phase II and Regional Growth project, rather than "Tri-County Regional Planning Commission" as an organization. The TCRPC has a relatively high visibility level at this time compared to the past, but I believe our public image is not a uniform or clear image because of our diverse programs and activities within the region. In 2007 as the Regional Growth Project continues to transition to the implementation phase, the TCRPC, more than ever, needs to strategically assess our future role and organize our agency to accomplish the role(s) that we identify for the TCRPC. Following are some examples of programs and activities that TCRPC staff are currently involved in and that comprise our outreach efforts.



## Environmental Programs

### REGIONAL AQUIFER MODEL

US Geological Survey expects final federal approval of the updated Regional Aquifer Model by the end of 2008. In anticipation of the completion of this five year effort, USGS and TCRPC sent letters to each of the participating communities offering a presentation on the capabilities and applications of the model to address local groundwater issues and questions. Staff time for these presentations will be funded through a wellhead protection grant from MDEQ.

#### *Regional Aquifer Model*

*A computer model first developed by USGS in 1990 to depict the groundwater resources in the tri-county region. Used to define water quantities, natural quality, movement due to pumpage and the prediction of contamination pathways. Available to any interested community.*

### NATIONAL RECOGNITION OF LOCAL EFFORTS

The Greater Lansing area once again received national recognition for innovative programming, and Environmental Programs Planner, Christine Spitzley, was asked to speak at the 2008 Groundwater Foundation National Conference held in Desert Hot Springs, California, in November. The theme of the conference was "green" programs and pollution prevention strategies to protect the quality and quantity of groundwater and surface water resources. Specific topics included the LEED Building program, US EPA's Water Sense program, gray water reuse, landscape technologies, stormwater management, pollution prevention, take-back programs, business/industry "green" models, media challenges and solutions, effective communication, and a wide variety of community case studies.



going  
green for  
groundwater



### *Environmental Programs (continued)*

Spitzley participated in a panel titled "Meeting Media Challenges—Case Studies." Joining her on the panel was John Soulliere, President and CEO of the Coachella Valley Economic Partnership. The session was moderated by Frank Allen, Institutes for Journalism and Natural Resources, Missoula, MI. The panel illustrated the value of integrating groundwater protection into general planning as well as the economic necessity of a good water supply. It also highlighted the need to make groundwater a continuing topic in the media.

The member communities of the Groundwater Management Board (GMB) were designated as a Groundwater Guardian Community for 2008 at the conference. The GMB has been a designated Groundwater Guardian Community since 1995. The Groundwater Guardian program has served to provide technical information and national connections to other communities who rely exclusively on groundwater for their water needs. There is no cost to participate in this program.

#### **GMB/GTAC HOLIDAY BREAKFAST**

The Annual GMB Holiday Breakfast was held on December 13, 2007 at the Ingham County Human Services Building. This popular event drew approximately fifty people from member communities including local, county, state and federal agencies. Although it is a regular scheduled meeting of the GMB, the value to members is found in raising awareness of GMB activities outside the normal realm of contacts, networking, and value of information gained from the technical program. This year's presentation was by John Paquin on the City of Kalamazoo's Groundwater Ordinances and the potential for applying these strategies locally to drinking water issues. Don Uitvlugt received an award on behalf of the City of Wyoming's staff for recognition of their creative presentations and ongoing support of the Children's Water Festival. Janet Clark and the volunteers of RSVP were also recognized as outstanding volunteers of the Festival.

The Breakfast will again be held at Ingham County Human Services on December 17, 2008. Guest speaker Mike Roon will be presenting "Safe Water in Ecuador".





### *Environmental Programs (continued)*

#### **AFFILIATIONS AND PROFESSIONAL NETWORKING**

The Environmental Planning Staff are involved in the following organizations as representatives of TCRPC:

- Mid-Michigan Water Authority (MMWA)
- Groundwater Guardian
- Michigan Water Environment Association
- Lansing, Lansing Township, East Lansing/Meridian Township, Delhi Township, Delta Township and Webberville Wellhead Protection Committees
- American Water Works Association
- Michigan Section AWWA and the following MI AWWA Subcommittees:
  - Youth Education
  - Water for People
  - Education
  - Management and Administrative Practices

#### **PUBLIC PRESENTATIONS**

A series of public presentations began under the Wellhead Protection Program (WHP) in 2005 and has received additional funding from the Michigan Department of Environmental Quality to continue in 2008. Presentations are targeted toward civic, academic and government groups throughout the region in an effort to highlight local drinking water resources and what needs to be done to protect them. Staff continues to seek out new audiences for this ongoing public outreach program.

#### **GMB AND GTAC - A YEAR IN REVIEW**

In 2007, the GMB and GTAC began a new meeting format designed to increase the amount of technical training and information provided to our members and their representatives. The two groups now meet on the same day instead of alternate months. The GMB meets from 9:00 a.m. to 10:00 a.m. followed by a short program/presentation coordinated by TCRPC staff. The program runs from 10:00 a.m. to 11:00 a.m. (after the GMB meeting, prior to the GTAC meeting). GTAC meets from 11:00 a.m. to noon. The presentations are scheduled between the two meetings to accommodate both groups and any other interested parties (i.e. Phase II Committee members, Commissioners, etc.).





### *Environmental Programs (continued)*

Programs this year included:

- February 7, 2008 - How to apply GIS to our Potential Contaminate Source Inventory, Steve Miller
- April 3, 2008 - Impact of Pharmaceuticals on the Environment in Michigan, July Schaefer
- August 7, 2008 - The Potential Impacts of Increased Corn Production for Ethanol in the Great Lakes Region, Laura Kaminski
- October 2, 2008 - Geologic Sequestration of Carbon Dioxide Sequestration, by Janice Skadsen, CDM
- December 17, 2008 - Safe Water in Ecuador, Mike Roon

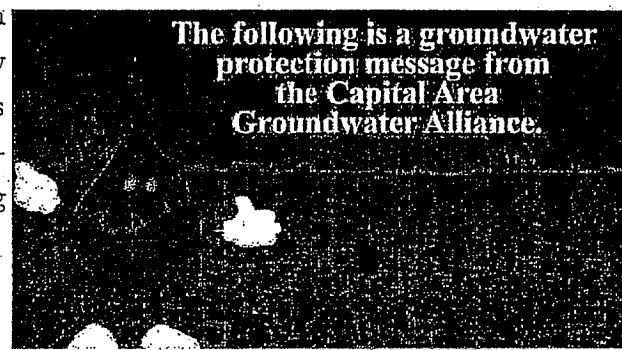
"STATISTICS SHOW OVER  
1.5 MILLION PEOPLE WILL  
BE EXPOSED TO THE ADS  
WHICH ARE PLAYED  
DURING THE PREVIEWS  
OF EACH MOVIE SHOWN."

These presentations provide an opportunity to increase the knowledge and technical skills of board members and the agencies which provide GMB support. The change in meeting times has continued to be successful, and staff is seeking six new speakers for 2009. In addition to increased technical training, the format has also increased communication and networking between the GMB and GTAC and reduced the amount of travel time required of those who serve on both committees.

#### **BIG SCREEN BIG RESULTS**

Through another generous wellhead protection grant from the Michigan Department of Environmental Quality, animated ads will play before every movie at the Lansing Celebration and NCG theaters from November 2008 through April 2009. Four new ads were designed to teach residents of the region where their drinking water originates and why it is so important to consider its protection in our daily activities.

Statistics show over 1.5 million people will be exposed to the ads which are played during the previews of each movie shown. Each ad includes the address of the Capital Area Groundwater website. A previous ad campaign showed the number of hits to the website increased dramatically during the time the ads played. Conversely, when the ads stopped, web hits dropped significantly which appears to further document the success of the ads. The ads will be available for viewing at [www.capitalgroundwater.org](http://www.capitalgroundwater.org) beginning in December.





### Environmental Programs (continued)

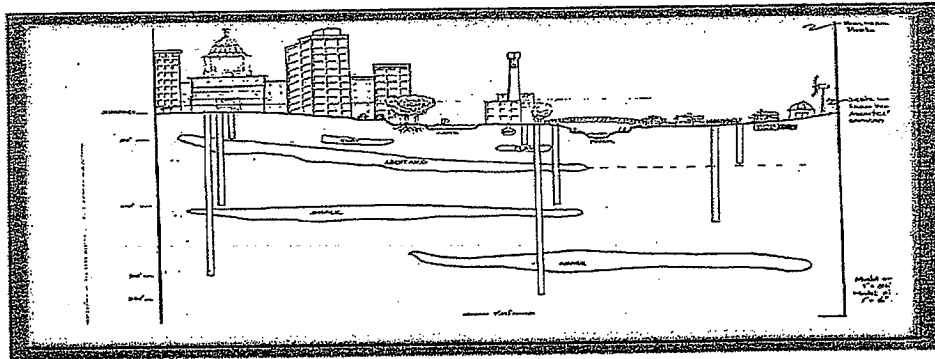
#### IMPRESSIONS OF GROUNDWATER

Question: Where is the one place almost all mid-Michigan students visit?

Answer: Impression 5 Science Museum

Armed with that knowledge, staff approached Impression 5 with a proposal to create a joint groundwater education and outreach program and a standing groundwater exhibit. Impression 5 enthusiastically agreed to the proposal and TCRPC has been moving forward ever since.

The project has two components. The first is the development of a standing groundwater exhibit which will be located in the existing Lansing Board of Water and Light Water Room. The Groundwater Exhibit will be seven feet high and eight feet wide. It will represent a cross section of urban, suburban and rural areas. It will depict local water resources and the potential threats to them. The lower portion of the exhibit will be a cross section of local aquifers and subsurface infrastructure. The upper part of the exhibit will be representative of local landmarks and land uses. Real water will be used in the model mimicking the hydrologic cycle. Dye will be used to portray contamination incidents and to track plumes in subsurface materials.



The second component of the project is education and outreach. TCRPC staff worked with the education/outreach staff at Impression 5 to teach them about local groundwater and the issues that must be understood and addressed to assure a continued safe drinking water supply. TCRPC shared this knowledge and the many lessons learned from fifteen years of Children's Water Festivals. This was distilled into a 10-Week Program that was piloted for a home school course for one hour on Tuesday afternoons.



### Environmental Programs (continued)

Each week students and an Impression 5 instructor were taught a one hour hands on lesson by a professional. Experts included engineers, geologists, chemists, and meteorologists. Impression 5 was provided extensive materials and resources in order to be able to teach the next course offering themselves. The goal is for Impression 5 to be able to integrate this course into their current curriculum offerings both in the museum and in their outreach programs. TCRPC anticipates a long term relationship with Impression 5 in this area and will continue to act in an advisory capacity answering questions and providing technical expertise and resources as requested.

#### **Impression 5 Groundwater Timeline:**

February 2008	Presented Impression 5 with Groundwater Proposal
May 2008	Wrote grant to MDEQ for funding
July 2008	Lansing Board of Water and Light received grant approval
July 2008	First Groundwater Exhibit Committee Meeting
September 2008	Weekly groundwater class begins at Impression 5
December 2008	Site Visit to Impression 5 by Groundwater Model Engineers/Designers
January 2009	Groundwater Education part of outreach programming at Impression 5
February 2009	Exhibit Marketing Begins
February-May 2009	Exhibit Development
May 2009	Exhibit Opens



#### **GREATER LANSING AREA CHILDREN'S WATER FESTIVAL**

Nearly 2,500 Served!! This year was the thirteenth festival for the TCRPC, which was very successful raising over \$12,500 in sponsorships. In coordination with the Groundwater Management Board, TCRPC staff organized this all day event for 1,700 fourth, fifth and sixth graders from the Tri-County Region. The program received media coverage and positive feedback from teachers, children and event sponsors. Our program continues to be a statewide example for a successful festival. Staff provides advice and guidance to other communities wishing to start similar events.

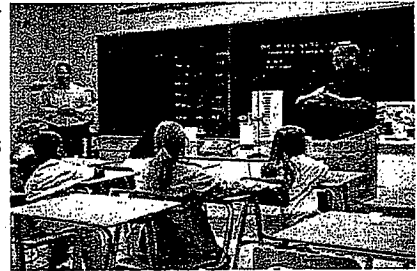
The website continues to provide improved, more convenient communication with teachers, sponsors and presenters. The website may be visited at [www.h2ofest.org](http://www.h2ofest.org). As always, new hands-on activities to keep students involved and interested will be explored. This includes communication with teachers to help ensure students receive knowledge in a variety of water management areas, providing as much information about as many topics as reasonable.



### *Environmental Programs (continued)*

Due to curriculum requirement changes being implemented for the 2008-2009 school year, staff was very concerned that the festival might not have many participants. The water cycle and related pollution prevention curriculum requirements have been changed to focus on second and seventh graders instead of fourth, fifth, and sixth. However after meeting and speaking with many teachers, it was clear that the festival is such a viable field trip for so many that they would still attend and be able to cover the activities under different parts of the new curriculum requirements (i.e. social studies). Staff had an overwhelming plea to keep the festival in place as it is so valuable to so many local schools.

The next festival will be held on May 14, 2009 at MSU's Wells Hall on the main campus.



#### **PHASE II STORMWATER PROGRAM**

Over the past eight years, TCRPC staff initially assisted ten urban area governments in assessing how they would respond to EPA/MDEQ's National Pollutant Discharge Elimination System (NPDES) Program requirements regarding nonpoint source pollution prevention. The program is referred to as Phase II. With the release of the 2000 Census urban boundary data in 2001, ten additional communities were added to the EPA/MDEQ's list of areas required to meet the Phase II permitting requirements. As a result, the Greater Lansing Regional Committee on Phase II Nonpoint Source Pollution Prevention (GLRC) was formed under a Memorandum of Agreement (MOA) with all 20 communities pledging financial support for the collaborative effort.

TCRPC, acting as the fiscal agent, contracted with Tetra Tech, Inc., an environmental consulting firm, to assist local governments in meeting the new requirements. Following permit submissions in March of 2003, the consultant assisted the three watershed groups in the GLRC area to develop Public Participation Plans that were submitted to MDEQ on October 1, 2004. The consultant has also begun, and will continue, to assist with public/stakeholder educational sessions throughout the three watershed areas.

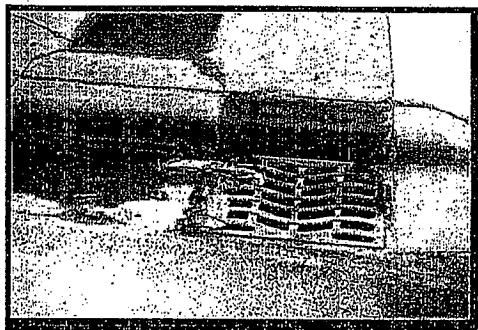


**[www.mywatersheds.org](http://www.mywatersheds.org)**



### *Environmental Programs (continued)*

Under the MOA, the GLRC communities authorized TCRPC to fill a 3/5-time staff position for support during the Phase II planning and implementation activities. The Watershed Management Plans (WMPs) for the Looking Glass, Grand, and Red Cedar Rivers were finalized and submitted to MDEQ at the end of 2005, beginning of 2006. The WMP processes have moved from the planning phase to the implementation phase. There are currently five implementation committees and four subcommittees. Each is working on comprehensive action items detailed in the WMPs. In 2006 the GLRC approved that the staff position be increased to 4/5-time to meet the added demands of the GLRC watershed action plans.



Accomplishments of the GLRC over the last year have been abundant. The GLRC website ([www.mywatersheds.org](http://www.mywatersheds.org)) serves as a great communication tool and public education component for the program. The Coordinator recently revamped and updated the GLRC website to make it more visually appealing and to include an abundance of information related to the GLRC and basic watershed education and resources. Many manual and guidance materials have been developed over the past few years and now GLRC members have been able to implement many of the details into their community. The guidance materials include: Funding Obligations and Strategies for Stormwater Management, Model Ordinances for Natural Resource and Watershed Protection, Good Housekeeping and Pollution Prevention for Municipal Activities, and Low Impact Development Resource Guide. In addition to the use of the guidance materials, an educational display has been developed for seminars, public events, community lobbies, etc. The display details our local watersheds and provides tips on how citizens can help reduce pollution and protect our rivers and streams. A billboard has also been developed and should be up after the first of the year. Furthermore, the GLRC is developing a mapping tool that will help us determine where to focus on improving water quality and protecting the high quality areas.



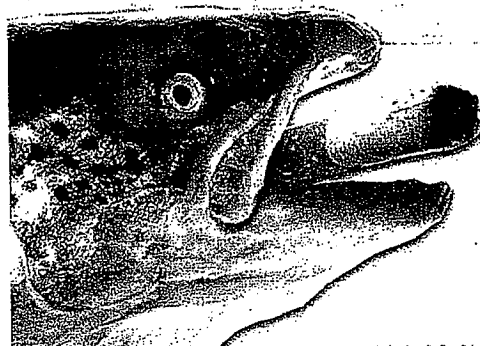
### *Environmental Programs (continued)*

TCRPC staff is the Coordinator for all GLRC activities, also managing the website development for the program. In the past, the Coordinator, in collaboration with GLRC members has also designed watershed road signs, brochures and posters to be used by GLRC members (over 90,000 were printed) to educate citizens about watershed protection.

In the future, the GLRC has many more action items to implement, including a new permit cycle to tend to. The permit cycle will begin shortly and cover the five year period 2008 – 2013. New post-construction stormwater controls will be addressed and a statewide Low Impact Development Manual will be implemented. The multi-media education campaign will be in full swing while the more technical implementation committees continue to improve the GLRC's ability to improve and protect water quality in the region.

While the GLRC continues to move forward in its efforts to protect and improve water quality, there are challenges as well. Early 2007 brought a court case allowing many townships to opt out of the Phase II program. This decision had the potential to create a membership loss of five townships from the GLRC. However, the GLRC has developed an avenue to help these communities to continue to improve water quality through an associate membership. This has appealed to two townships and they continue their commitment to watershed management. While this is a challenge, the GLRC will continue to move forward with implementation of the watershed management plans through innovative, collaborative, and aggressive actions to reduce pollution of the region's waterways.

## It all ends up in the Grand River



[www.mywatersheds.org](http://www.mywatersheds.org)



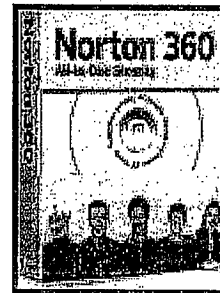
Greater  
Lansing  
Regional  
Committee  
For Stormwater Management



## Regional Data Center

### COMPREHENSIVE BACKUP SYSTEM

The tasks of the Information Systems Planner during 2007-2008 continued to have a heavy emphasis on information technology. A comprehensive backup system was implemented replacing an ad hoc system that had lost its effectiveness. The new system has two components to it. The onsite component to the backup system required an upgrade to our storage capacity. A four terabyte network attached storage system (NAS) was acquired for managing and centralizing this component. This component is fully implemented, but a more efficient software interface will be needed to manage it more effectively. The other component is the online backup of critical data and documents to a secure offsite facility. This component has also been fully implemented utilizing software and data storage hosting through Symantec's Norton 360.



### WINDOWS VISTA IMPLEMENTATION

The Information Systems Planner began implementing Windows Vista Business on all new computers installed in 2008. This is a major operating system upgrade and has a lot of bugs and compatibility issues to work out. The implementation has been steadily moving us closer to full deployment of Windows Vista Business Edition.

### DATA REQUESTS

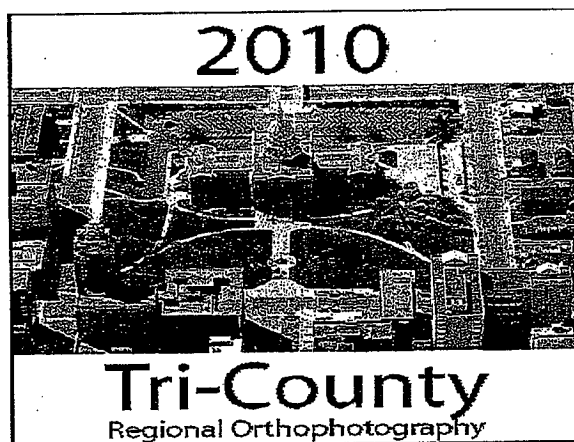
Tri-County's website continues to be the main delivery mechanism for data. Traffic to our website increased over the past year. We served 7,960 visitors to our site. Most of the website traffic increase can be attributed to access to Transportation Planning documents, many of which were not previously available online due to size constraints. Direct data requests by phone or e-mail have leveled out to about 175 people with direct requests for available data.



### Regional Data Center (continued)

#### PREPARATION FOR 2010 ACQUISITION OF DIGITAL AERIAL IMAGERY

The Information Systems Planner has been discussing the 2010 flyover of the region with state and federal agencies as well as our partners from the 2005 flight. The 2005 Tri-County Regional Orthophoto Acquisition Project continues to be a model for future projects. With our partners facing even tighter budgets than in 2005, these preliminary discussions are essential for the success of the future flight.



#### OTHER PROJECTS

The Information Systems Planner is involved in many projects in support of other TCRPC programs and in support of acquisition of data used in the Regional Data Center. Some examples of these cooperative efforts include:

- Traffic Analysis Zone (TAZ) level allocation and verification of new housing units since the 2000 Census. The synthesis of multi-source data combined with our 2005 aerial imagery provided the tools needed to identify new housing developments for use in Transportation Planning. This was critical in correcting population totals that were misallocated at the TAZ level, especially in the Chandler Crossing area.
- With Census 2010 approaching, our partnership with the Census Bureau in seeking a complete count is critical. The Information Systems Planner is an important link in maintaining contact with the Census Bureau on key projects such as map updates, recruiting, and promotion of participation in the Census.

United States<sup>™</sup>  
**Census**  
**2010**





## *Economic Development*

### ECONOMIC DEVELOPMENT ADMINISTRATION CAPACITY GRANT 2006 - 2008

The Bio-Manufacturing Feasibility Study, that is 50% funded by an Economic Development Administration (EDA) grant and 50% funded by regional municipalities and non-profit organizations, will be completed in December 2008. The partners include the following:

- TCRPC's Economic Development Department,
- Michigan State University's Department of Economic and Community Development,
- MSU Land Policy Institute,
- Lansing Community College's Department of Science, and
- Prima Civitas.



The partners worked for two years on the following tasks:

- Researching the regional impacts of the closing of the area's General Motors plants and the other businesses affected by the closings,
- Assessing the possibility of training a workforce, using regional resources,
- Evaluating the potential use of underutilized buildings, and
- Assessing the area's agricultural production capacity to create a bio-mass and bio-technological workforce and industry here in mid-Michigan.

Since January 2007, staff has been meeting on a regular basis with the aforementioned partners to accomplish the tasks and actions outlined the EDA Capacity Grant Scope of Work. To keep funders and regional municipalities and businesses informed, several regional meetings have been held. Additionally, the TCRPC Economic Development staff publishes and e-mails a newsletter, "Bio-Capacity Focus", to report on the research findings and implementation steps that were identified in the research.

### **Future Regional Outlook**

The partners have completed their individual final reports and now the TCRPC will assemble a final report to be submitted to the EDA. The outlook for the region indicates automotive polymer-related sectors (such as plastic materials and synthetic resins, adhesives, and sealants and plastic foam products) have shown significant growth and strength in the tri-county region, and could provide an output for bio-based product production. These examples simply identify a few sectors present in the tri-county region that could potentially utilize bio-based products. Focusing on bio-based industries as related to automotive production and products in general, there are several manufacturing sectors that have not been investigated. A broader look into the potential output for bio-based products would most likely find additional industries that could be expanded to include bio-products. Identifying these industries is beyond the scope of this particular project, but an economic development strategy that focuses on identifying these emerging markets could benefit the tri-county region.



### *Economic Development (continued)*

#### **Project Recommendations**

Based on the analysis of the materials presented in the feasibility study, the research team recommends the following actions for mid-Michigan:

- Establish a "Mid-Michigan Bio-Manufacturing Industry Network" composed of private sector leaders from relevant industries and agricultural producers with supporting participation from the region's higher education institutions and regional economic development organizations.

The Mid-Michigan Bio-Manufacturing Network would:

1. Work with companies within the agriculture, chemical, automotive and energy sectors to identify opportunities to advance bio-products and bio-manufacturing in the region.
2. Partner with the research community to identify research needs of bio-products and bio-manufacturing development.
3. Identify and access funding to promote bio-product and bio-manufacturing innovation.
4. Identify emerging and established companies interested in investing immediately in bio-product opportunities and work with local economic development officials to secure processing, pilot scale production, testing and evaluation or full-scale production bio-product markets and facilities.
5. Assisting small and medium size businesses in evaluating the performance of new bio-products and bio-manufacturing products.
6. Educate Tier 1 and Tier 2 suppliers in the region on bio-economy opportunities.
  - Work to increase awareness and education of public officials, policymakers and consumers that will lead to sound planning and economic development decisions related to bio-manufacturing growth.
  - Formulate strategies to raise private-sector capital while leveraging the newly formed bio-manufacturing industry network to administer community financing efforts and establish a regional bio-manufacturing cooperative.
  - Act as a "broker" to facilitate technology and innovation between researchers and entrepreneurs.
  - Secure, in the near term, adequate financial and other support from public and private sectors to staff, market and promote a mid-Michigan bio-manufacturing industry network.





### *Economic Development (continued)*

#### **TRAINING THE WORKFORCE COMPONENT**

As a component of this project the Science Department at Lansing Community College (LCC) has prepared a curriculum framework for a Bio-Products Technology AAS Certificate and Degree program for the college. The bio-products field encompasses much more than just corn to ethanol, and is rapidly changing as new technologies and new economic drives come into play. While corn to ethanol is a key element today, we recognize that bio-diesel, bio-mass to ethanol, bio-mass gasification to liquid fuels, bio-plastics and bio-composites are likely to be significant segments of the bio-based economy we envision for Michigan.

- The structure of the proposed framework is responsive to the need for training displaced workers, new hires and non-traditional students. LCC is ready to adapt this framework to the needs of industry, including tailoring targeted programs for worker training and retraining.
- To accomplish these goals, LCC will need significant new infrastructure as well as a tangible commitment from the Michigan bio-products industry. LCC has already committed space on its campus for a dedicated laboratory and training facility for bio-processing technology and has also committed resources for the remodeling and installation of this laboratory, in the amount of approximately \$200,000.
- The Michigan bio-products industry has been responsive to LCC's call to create an Industry Advisory Committee to review and revise LCC's curriculum to ensure that it remains focused and responsive to the needs of the bio-products industry.
- LCC and Michigan State University are working together to identify opportunities for LCC to support MSU's efforts in bio-diesel training at their new Webberville facility so that that facility can be maximally utilized and to avoid duplication of resources in the region.
- Leaders in Michigan's State and Congressional leadership have expressed strong support for growing a Michigan bio-based economy.

#### **EDA THREE YEAR PLANNING GRANT**

The Tri-County Regional Planning Commission is the recipient of our first three year EDA Planning Grant in the amount of \$157,869. In the past twenty years grants have only been on an annual basis. These grant dollars are used in implementing the goals and activities which are outlined in the Comprehensive Economic Development Strategy (CEDS).

The CEDS for Tri-County Regional Planning Commission is a planning and project implementation process designed to create jobs, foster a more stable and diversified economy across the three county region (Clinton, Eaton, Ingham), improve living conditions in the communities, and provide a mechanism for guiding and coordinating economic development efforts in the region.



### *Economic Development (continued)*

Every three years, TCRPC undergoes an Economic Development District (EDD) review. This review is performed by an EDA staff person as well as one other peer review by another Michigan designated EDD. Each review year TCRPC has earned high marks for accomplishing tasks in the CEDS document as well as performing other planning and administrative tasks required by the EDA planning regulations.

Staff occasionally travels to other Michigan communities and Great Lakes States to receive technical training from EDA. We also share information on our ED programs and our regional planning organizations. With this technical training and shared information, each EDD can develop their CEDS and accomplish specific objectives that meet EDA requirements.

Funding from EDA also provides support for staff to work with local communities in developing and applying for grant funding for infrastructure projects. Staff worked on seven possible EDA-supported infrastructure projects during 2008. A proposed project must be in the TCRPC/EDA approved CEDS in order to be eligible for EDA funding.

#### **Communities with Infrastructure Projects in Development During 2008 include:**

- Clinton County
  - Village of Ovid – Improved road access to industrial site.
  - DeWitt Charter Township -
  - Lansing International Airport
- Eaton County
  - City of Charlotte
- Ingham County
  - City of East Lansing and Lansing Charter Township (joint)
  - City of Williamston - The city has been invited to submit a grant application for funding based on a project pre-application.
  - Michigan State University

A PROPOSED PROJECT  
MUST BE IN THE  
TCRPC/EDA APPROVED  
CEDS IN ORDER TO BE  
ELIGIBLE FOR EDA  
FUNDING.

Additional information regarding these proposed projects or how to submit a project is available from TCRPC.





## Transportation/Regional Growth

### REGIONAL GROWTH: CHOICES FOR OUR FUTURE

This project, which began in 1997, was developed on the premise that some growth trends have very negative impacts on the quality of life in our region, but with proper planning and management these trends could be modified to minimize impacts. One of these impact areas is transportation and the demands that new growth places on the system and its users. With this in mind, we linked the Regional Growth project to the long range transportation plan which establishes future priorities for transportation projects.



This initial planning phase of the project was completed in 2003 with adoption of the Regional 2025 Transportation Plan. Most recently, the Regional Growth project policy map and 29 regional themes have been re-endorsed and adopted as part of the updated Regional 2030 Transportation Plan. This important step has set the path for implementation of the findings of this project by utilizing the themes and principles, along with the policy map, as criteria for establishing priorities for transportation funding handled by the Tri-County Regional Planning Commission, the Metropolitan Planning Organization (MPO) for the region.

To further implementation activities, the TCRPC has fully-funded a full-time land use planning staff person in 2008, directed specifically at the implementation activities of the Regional Growth project.

Since its inception, there are several resolutions of support and endorsement of the policy map and principles that have been passed and are on file in the office. At this time, the land use policy-making bodies for 48 cities, villages, townships and counties have passed a resolution of support. In addition to these resolutions by local government bodies, thirteen letters of support have been received from area non-profits, non-governmental agencies, transportation agencies and state departments. Implementation of the Regional Growth project is ongoing. Three committees have been meeting regularly to address issues that have been highlighted as part of the Regional Growth project planning process.

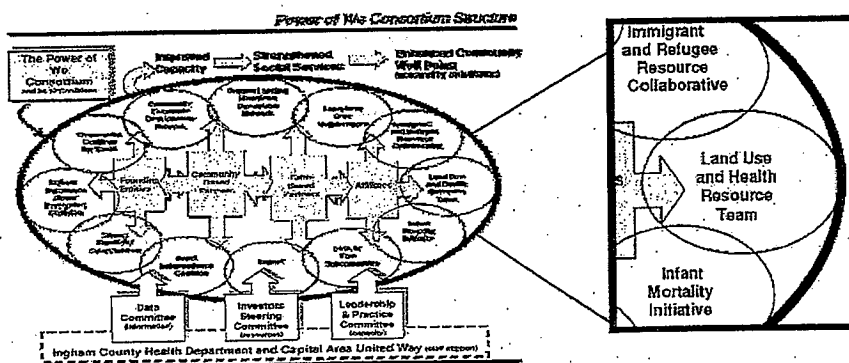
48 CITIES,  
VILLAGES,  
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## Regional Growth (continued)

### LAND USE HEALTH RESOURCE TEAM

The first of these committees, the Land Use Health Resource Team (LUHRT) is a collaborative effort in the tri-county, mid-Michigan area that involves planners, university faculty, business and public health personnel who meet monthly. Key team members include the Ingham County Health Department, Mid-Michigan Health District, the Eaton-Barry County Health District, the Tri-County Regional Planning Commission, Mid-Michigan Environmental Action Council and Michigan State University Extension. The purpose of the Team is to educate and engage the community regarding impacts of the built environment on health and is an implementation activity of the Regional Growth Project. The Tri-County Regional Planning Commission is an active partner in the Team. The continuing activities of this team include Health Impact Assessment tools, Green Infrastructure, Educational activities, and the Community Health Assessment Dialogues. The committee is chaired by TCRPC's Executive Director, Jon Coleman and also supported by TCRPC's Land Use Planner, Harmony Gmazel.



Throughout 2007 and 2008, the Team focused its energy on the Community Health Assessment Dialogues. A Building Healthy Communities work group was created out of the Team. The Work Group created a methodology and developed twenty-five (25) survey questions to determine the relative importance of land use and health issues and concerns. The questions were used as part of a digital voting process at the dialogue workshops with a summary of collective responses graphically displayed to all participants immediately following their vote. The Work Group, supported by the TCRPC, hosted four Community Dialogues throughout the tri-county region, and a final workshop that tabulated the priorities from the four dialogues. Workshop participants were asked to consider each question in terms of Building Healthy Communities.

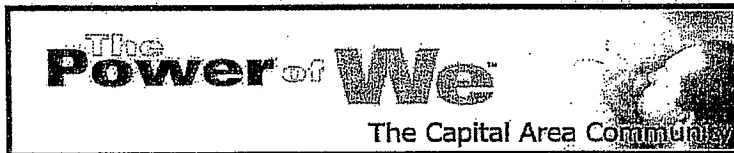




### *Regional Growth (continued)*

A key question addressed by the Dialogue meetings was: "To ensure that our environment supports an attractive, healthy, livable, and sustainable community for all, what are the issues we primarily need to think about?" Twenty-one (21) specific issues came up during the dialogues. When asked about their relative importance at the final workshop, the four highest-ranking issues were Air Quality, Water Quality, Food Safety and Transportation Options. For this reason, the Building Healthy Communities Work Group is in the process of compiling information about these four central issues. Since several aspects of Land Use (e.g., support for agriculture, diverse housing options, walking and biking trails) were also ranked highly, the work group also decided to incorporate land use concerns into the information provided on the four central issues.

Recently, the Land Use and Health Resource Team joined the "Power of We" Consortium (PWC) which is supported by the Ingham County Health Department and the Capital Area United Way. The PWC concerns itself with community and faith-based partners, including twelve organizations such as the Greater Lansing Homeless Resolution Network, Birth to Five Sub-Committee, Ingham Substance Abuse Prevention Coalition, among others. As stated on their website, [www.powerofwe.org](http://www.powerofwe.org), the PWC is a unique, sustainable model for capacity building and community improvement.



The LUHRT joined the PWC because there has not been, to date, an organization in the consortium that focuses on the far-reaching health impacts of land use decisions. LUHRT felt that their goals and initiatives parallel the mission of the PWC, while the PWC activities and members will also complement the long-term goals of LUHRT and the Regional Growth Project. To date, PWC has:

- Provided access to health care for more than 50 percent of the formerly uninsured,
- Built and sustained a neighborhood-based system of community centers and community development initiatives that support grassroots change,
- Democratized access to community data and social services information by developing innovative web-based tools and a 2-1-1 call center,
- Developed data and discharge systems that were replicated statewide to improve support for the homeless,
- Helped low-income households transition from welfare to work by investing millions of dollars in education, home ownership, and business development, and
- Expanded access to fresh, affordable produce in former "food deserts."



### *Regional Growth (continued)*

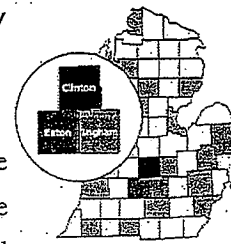
#### **FUTURE LAND USE AND HEALTH RESOURCE TEAM ACTIVITIES**

Over the next year, the Team is looking to promote comprehensive use of a health impact assessment (HIA) tool to encourage discussion among planners and developers and others about health impacts of proposed developments. With the help of area planning departments, the tool has resulted in design improvements that will increase walkability and will likely increase physical activity. Software feasibility and training will be the focus of HIA efforts over the coming year.

In the coming year, the Building Healthy Communities Work Group will reconvene to organize a workshop with regional experts on the four highest-ranking issues that were identified at the Healthy Communities Dialogues in 2007. Out of this workshop the Team hopes to gather in-depth information pertaining to air quality, water quality, food safety and transportation. Policy briefs on these topics will be created for local officials and community organizations.

#### **URBAN AND RURAL SERVICE DISTRICT/ URBAN SERVICE BOUNDARY COMMITTEE**

The Urban and Rural Service District/Urban Service Boundary Committee (URSD/USB) is the second of the ongoing committees presently working on Regional Growth Project implementation activities. This Committee meets six times per year to discuss and work toward regional cooperation in designating a service boundary and the efficient sharing of services between jurisdictions.



Covering

- ~ Clinton County
- ~ Eaton County
- ~ Ingham County

TCRPC staff maintains an informational web site, [www.greaterlansingurbanservice.org](http://www.greaterlansingurbanservice.org), for public use and as an interactive communication function for Committee members. The interactive site is also designed to encourage collaboration and communication between members outside of the Committee normal meeting process. It is password protected to ensure draft documents are secure.

Most recently, the URSD/USB Committee submitted a final activity report to the "Centers for Regional Excellence" program sponsored by the Governor's Office. Three years ago the Committee was awarded \$25,000 to support their on-going collaborative regional efforts. The report outlined five action steps taken by the Committee in the two year timeframe originally submitted.

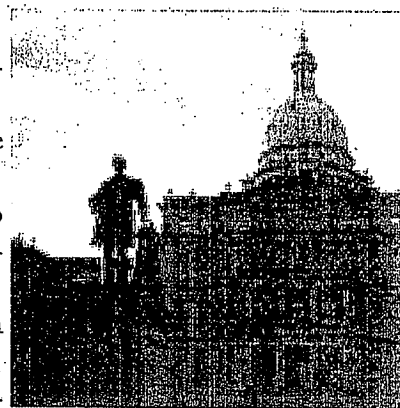




### *Regional Growth (continued)*

The five action items included:

1. Completion of a regional services ranking survey, and consensus gained on service areas to be concentrated on;
2. Technical assistance and information hosted on a web site and by direct staff support;
3. Information on regionalism provided in a useful manner to assist in the creation of service cooperation and joint venture agreements;
4. Compilation of a GIS database to support delineation of an urban service area; and
5. An ongoing management and assistance structure to facilitate regional cooperation of service delivery.



#### **FUTURE URBAN AND RURAL SERVICE DISTRICT/URBAN SERVICE BOUNDARY COMMITTEE ACTIVITIES**

The URSD/USB Committee continues to be committed to moving toward a regional service boundary and other collaborative and joint efforts to provide a higher quality of service for our citizens. Activities over the coming year will include a follow up survey on the original 2005 inter-governmental cooperation survey, in-depth discussions with experts in the field of service boundaries, preliminary mapping of an urban service area and supporting model ordinances, and a newly opened dialogue with the regional water service provider, the Lansing Board of Water and Light. The creation of draft cooperative agreements is also a focal point for this Committee over the next year.

#### **THE GREENING MID-MICHIGAN PROJECT**



The Greening Mid-Michigan Project (GMMP) is the result of the efforts of many key regional groups: the Land Policy Institute at Michigan State University, the Heart of Michigan Trails and Greenways Alliance, the Greater Lansing Area Go Green Initiative, the

Land Use and Health Resource Team, local park and recreation departments, and Conservation Districts, and TCRPC. A web site is currently maintained by TCRPC staff for public use at the address [www.greenmidmichigan.org](http://www.greenmidmichigan.org). In the past year, an informational workshop was held that

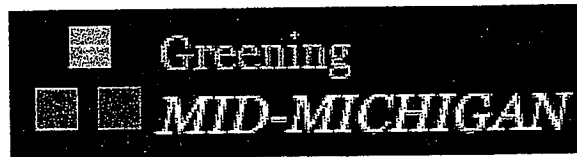


### *Regional Growth (continued)*

Phase 1 of the Greening Mid-Michigan project, an inventory of potential conservation areas throughout the three counties. The Michigan Natural Features Inventory (MNFI), which works under the auspices of MSU Extension and the Michigan Department of Natural Resources, was contracted to identify and map areas that can be classified as potential conservation areas based on their unique value for habitat. This report and related GIS layers will be available this winter. (Could we shrink and use funding chart?)

#### **FUTURE ACTIVITIES OF THE GREENING MID-MICHIGAN PROJECT**

Over the coming year, the GMMP work group will concentrate on acquiring funding for Phase 2 of the project and completing the project through a contractual agreement with MNFI. Phase 2 encompasses the potential conservation areas identified in Phase 1, yet adds valuable habitat, species and water quality information that will be housed at the Tri-County Regional Planning Commission. A total of \$10,000 has been raised for Phase 2, leaving a deficit of \$17,045. Many local and county governmental entities are currently being approached for funding and are actively considering support.



Phase 3, the Green Infrastructure Vision, is set to begin in the coming year. This project is fully funded by a People and Land (PAL) grant through the Lansing Area Economic Partnership (Leap Inc.). Phase 3 will include charettes for the public and local officials. Goals for the charettes are to provide an education component about the Vision and also to dovetail local and county master plans and land use maps with the green infrastructure map.





## Transportation

### REGIONAL 2035 TRANSPORTATION PLAN UPDATE

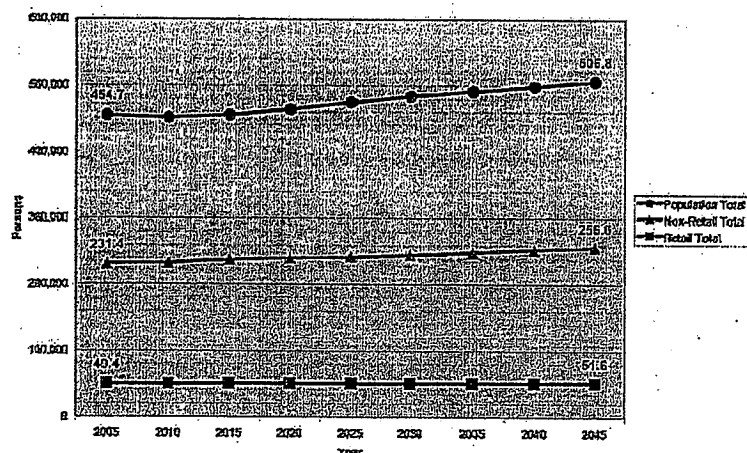
The over-riding area emphasis of the Commission in 2008 and throughout 2009 will be developing a new Regional 2035 Transportation Plan that fully meets SAFETEA-LU requirements by approximately January 1, 2010 while continuing to meet air quality and other federal requirements. Simply put, completing this update is the single most important effort the region must complete in the next year and work to accomplish that single over-riding goal is well under way, as summarized below. A new regional 2010-2013 Transportation Improvement Program also must be completed in 2009 and numerous public participation activities are scheduled as part of both updates, consistent with federal requirements. A briefing book on federal transportation planning requirements may be found on the Commission's web site, at the top of the transportation library page at [www.mitorpc.org](http://www.mitorpc.org).



### POPULATION AND EMPLOYMENT FORECASTS

In June the Commission received and adopted updated population and employment forecasts for the region in five year increments from 2005 to 2045. Forecasts are available on the Commission's web page ([www.mitorpc.org](http://www.mitorpc.org)) for the region by county, minor civil division and traffic analysis zone for population and retail and non-retail employment. Forecasts were developed by consultants using TCRPC's new demographic forecasting model which includes substantial input from local governments. The new forecasts show the region will add about 52,167 new residents by 2045, reaching slightly under 507,000 residents from an estimated 2005 level of nearly 455,000, while adding nearly 27,500 new workers during this period.

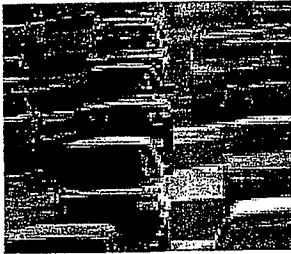
Adopted Regional Population & Employment Forecasts 2005-2045





### *Transportation (continued)*

TCRPC's new forecasts continue to show slight declines through 2010 and are much lower than earlier forecasts, although they show steady growth between 2010 and 2045, but at lower rates than previously predicted. The new forecasts adopted by the Commission will be used as the foundation for preparing the Regional 2035 Transportation Plan (as well as for other planning activities of the Commission) and represent meeting a major milestone towards completing the Regional 2035 Transportation Plan.



#### **TCRPC TRAVEL DEMAND MODEL**

In 2008, TCRPC and Michigan Department of Transportation (MDOT) staff and consultants from the Corradino Group also completed the lengthy process of updating and calibrating TCRPC's regional travel demand forecasting model. The model was fully converted to TRANSCAD software, as was the demographic model used to produce TCRPC's population and employment forecasts. Additional traffic zones, a new truck model and other features were also added to improve model performance. Calibrating the model to a 2005 base year and to meet all Michigan Department of Transportation and Federal Highway Administration calibration guidelines requires matching model results to actual traffic counts within acceptable tolerances. Completing this model calibration represents meeting another major milestone in steps required to produce the Regional 2035 Transportation Plan.

Travel Modeling, Conformity, & Other Professional Services:  
Population and Employment Estimates for 2005 - 2045

Tri-County Regional Planning Commission



The Corradino Group of Michigan, Inc.

June 2008



#### **TCRPC COMPLETES ROADWAY DEFICIENCY ANALYSIS**

In October, the Commission and consultants completed roadway deficiency analysis for the Regional 2035 Transportation Plan. In roadway deficiency analysis, a calibrated travel demand model and future population and employment forecasts are used to identify where travel demand may result in greater traffic volumes than the roadway capacity, or where volumes begin to approach capacity and operational treatments may need to be considered. After the model was run, analysis showed about 200 local roadway segments (some of which could be on the same road) which may require some type of future capacity or other improvements to handle future travel demand. Results from the model and TCRPC's and MDOT's staff deficiency analysis have been provided to local road agencies and other officials for further evaluation as part of preparing the Regional 2035 Transportation Plan. Completing the deficiency analysis marks successfully meeting another major milestone in the plan development process.



### **Transportation (continued)**

The next major step will be obtaining potential roadway improvements options from local jurisdictions and road agencies and modeling them and other alternatives (such as improved public transit services or management and operations/demand reduction alternatives) to determine whether any of these options are viable solutions. TCRPC anticipates beginning this modeling process in January after first gathering public and stakeholder input on these treatment options in a series of town hall style meetings in early December.

#### **TCRPC PURCHASES TRAFFIC COUNT DATA SYSTEM**

In August, TCRPC purchased new Traffic Count Data System software for the region from Midwest Software Solutions (MS<sub>2</sub>) to establish a regional traffic count data monitoring program. TCRPC's purchase will allow all regional road agencies' traffic counts to be stored and accessible in a web-based data management environment which is also linked to Google maps and can be made available to the general public via a web link on TCRPC's or local agency web pages. Since Lansing and the Ingham County Road Commission already were users of the system, TCRPC's acquisition and a new licensing and funding structure developed by the vendors made the same software available to any public agency in the region with an active traffic data collection program. Since its acquisition, TCRPC staff have begun geocoding traffic count stations in Eaton County. MSU and Clinton County have also begun to code their data into the regional data system. TCRPC will be working with other agencies to put their traffic data on line as well. Developing a regional traffic data system also fulfills a milestone in implementing the region's approved congestion management process, another federal requirement. A live example of this system can be viewed on the Ingham County Road Commission's website at: [www.inghamcrtc.org](http://www.inghamcrtc.org) under the Traffic Count Data button at the bottom of the home page.

#### **TRANSPORTATION SURVEYS FOR POWER OF WE IN PROGRESS**

In 2008, TCRPC provided staff support to the Power of We Ad Hoc Transportation Committee, chaired by Jon Coleman, the Commission's Executive Director. Transportation staff helped the committee develop and implement surveys of human service agencies and their clients to better assess unmet transportation needs in the region and to identify ways to meet their needs. The agency online surveys are currently in the process of being completed. The client survey is currently being tested and will be a person to person survey at the point of service delivery.



### **Transportation (continued)**

#### **TCRPC DISTRIBUTES MDOT UNIVERSITY REGION BICYCLE MAP**

During August through September TCRPC coordinated with MDOT to facilitate printing and distribution, throughout the region and adjacent areas, of over 41,000 copies of the MDOT University Region Bike Map. The map constitutes a bicycling road and trail guide for the entire ten counties making up the MDOT University Region, including the Lansing Area, Jackson and Ann Arbor, and was compiled by an MDOT contractor, with assistance from TCRPC and other regional and local agencies. In addition to showing on and off road bike facilities, the map shows traffic volumes, points of interest, blow-ups of urban areas, safe bicycling tips, and bike organization contact information. Copies of the map can be obtained by contacting TCRPC.



#### **FISCAL 2009 TRANSPORTATION PLANNING WORK PROGRAM**

Adopted in July, this document identifies ongoing transportation planning activities in the region to be conducted in FY 2009 by TCRPC, MDOT and CATA totaling slightly over \$1,908,000.

#### **ASSET MANAGEMENT**

Consistent with state legislation, TCRPC, MDOT and local staff conducted pavement condition assessments on approximately 850 miles of federal aid eligible roads throughout the region as part of the annual regional road condition assessment done using consistent methods, procedures and raters as part of an annual state review of 50 percent of the 43,066 federal aid eligible miles statewide. TCRPC also acted as a fiscal agent and coordinated this effort throughout the region using state funds provided by the Asset Management Council created by state legislation in 2002. Results will be used to establish a baseline of roadway conditions or assets throughout Michigan in order to better manage the condition and investments in transportation facilities throughout the state.

#### **LOCAL TRANSPORTATION CONTACTS**

TCRPC transportation staff annually provides technical support to regional communities on a wide range of projects, including such activities as grant review for transportation projects, access management studies, bike planning and enhancement projects, traffic impact analysis, surveys of commercial development, comprehensive plan data support and general information/education on SAFETEA-LU and its local impacts.



### Transportation (continued)

Transportation staff has provided over 10,000 copies of the report Evaluating Traffic Impact Studies to local governments, planning commissions and road agencies. This past year we have received many additional requests for this report from agencies all across the United States. A training slide show originally developed as part of this project in 1992 was converted to a modern Power Point presentation in 2007 and a CD version of this report was developed in 2008. Copies of the new CD version can be obtained by contacting TCRPC.

#### TRANSPORTATION STUDIES

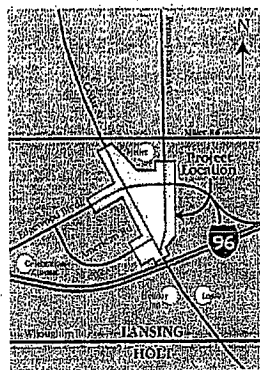
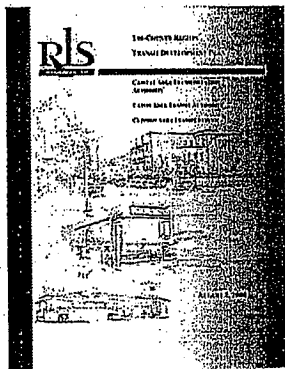
A few examples of studies or special projects transportation staff directly provided support for and participated in during the past year include:

- Governor's Transportation Safety Advisory Committee: Non-Motorized Action Team;
- Transit Development Plan Technical Committee;
- IPACE study in south Lansing;
- Interagency Work Group – Air Quality;
- Model Calibration Contract Steering Committee;
- Studies performed by consultants for local governments on Oakland/Saginaw, Okemos Road at I-96, Lake Lansing Road, the City of Eaton Rapids and elsewhere; and
- Green infrastructure mapping.

In addition, transportation staff provided data for a variety of other local projects, plans and studies and provided staff support to the Power of We Ad Hoc Transportation Committee.

#### REPRESENTING THE REGION

In addition to ongoing technical work activities of the Commission, TCRPC transportation staff actively represents the region's interests in numerous regional, state and national associations and professional organizations.





### *Transportation (continued)*

Examples include the:

- National Institute of Transportation Engineers;
- Transportation Research Board;
- Association of Metropolitan Planning Organizations, including its national Technical Advisory Committee, and Management and Operations Working Group;
- National Association of Regional Councils.

At the request of one of these organizations, TCRPC staff participated in presenting various aspects of TCRPC's transportation planning efforts to integrate land use and health in the planning process at a national conference in FY 2008 and also attended by special request an FHWA peer exchange on climate change.

TCRPC's work on the Regional Growth project, the Regional 2030 Transportation Plan, scenario planning, public participation and consensus building and work to integrate health and physical activity considerations, access management, management/operations and safety also were featured in several national best practices reports.

In Michigan, TCRPC transportation staff represented the region on statewide committees including:

- Michigan Association of Regions,
- Michigan Transportation Planning Association,
- Statewide Transportation Technical Committee,
- Michigan Transportation Research Board and
- Statewide Designing Healthy Livable Communities Conference Committee, where staff successfully developed and presented at a day long post conference workshop on public participation and consensus building with other national experts.

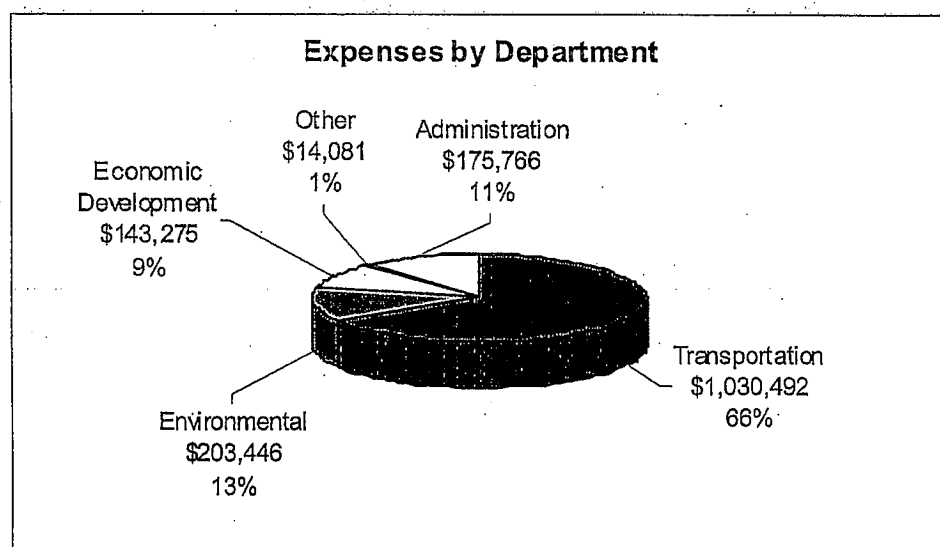
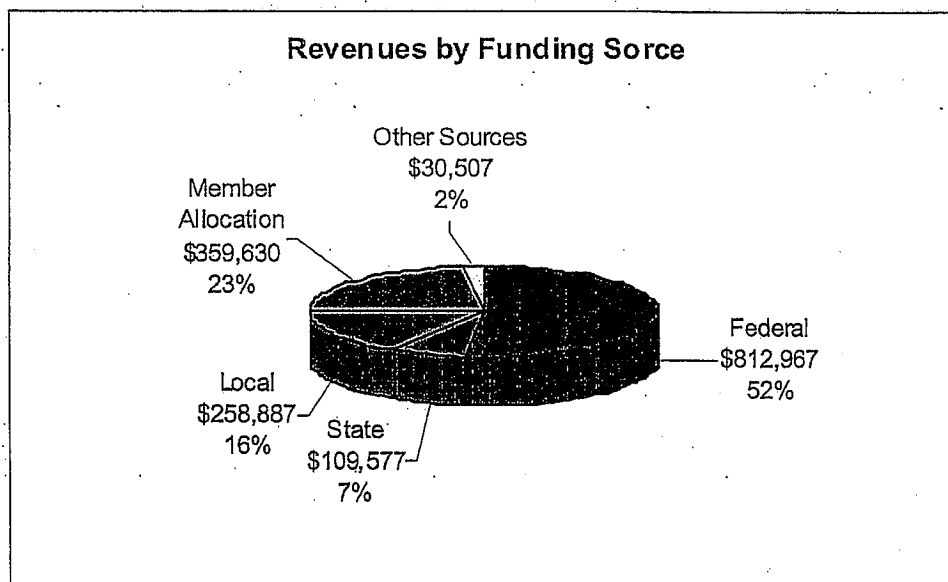
TCRPC transportation staff is also active in representing the agency and the region in the various subcommittees and other planning activities of these state and national organizations.

As a result of these broad associations, TCRPC transportation staff are recognized as leaders in their field in Michigan and across the nation and are frequently called on by the media, their peers, local officials, legislators and others to represent the region. Staff members share their technical expertise in development and implementation of new technical methods and procedures and provide input to state and national transportation technical and policy discussions.





### Funding





## Executive Director

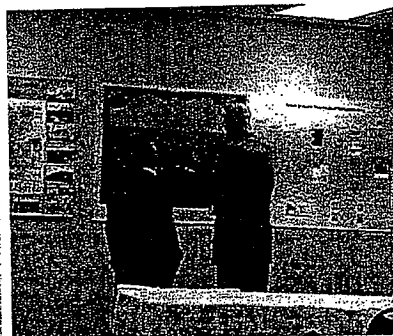
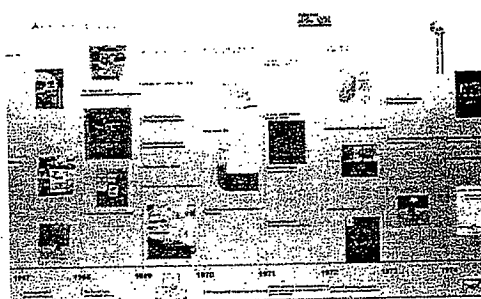
*Executive Director* - As the Executive Director of the TCRPC, I am often asked to represent the agency on a number of boards and committees and to make presentations on TCRPC programs to a wide range of audiences. The following lists some examples.

### Committees and Associations:

- Mid-Michigan Water Authority, Treasurer and Administrative staff support
- Community Data Committee "Indicators Project", Co-Chair
- "Power of We" Steering Committee and Consortium Member
- Associate Member of LEAP, Inc.
- American Planning Association Member (Transportation, Info-Tech and Regionalism Committees)
- American Society for Photogrammetry and Remote Sensing Member
- Michigan Association of Planning Member
- Michigan Association of Regions 2008/2009 Secretary/Treasurer
- Ingham County Human Services Advisory Committee Member and Assets Committee
- Stormwater Management - Phase II Committee, Treasurer
- Regional Recreation Committee
- Heart of Michigan Trails and Greenway Partnership Member
- Greater Lansing Area Clean Cities Coalition—Board Member
- Health and Land Use Committee, Chair
- Michigan Association of Planning Leadership Council
- MSU Extension/Citizen Planner Advisory Committee (statewide)
- MAR Policy Sub-Committee
- Michigan Water Resources Conservation Advisory Council (2003-Present)
- Michigan Development Impact Study Advisory Committee (2008-2009)
- Water Withdrawal Assessment Tool: Evaluation Subcommittee
- Greater Lansing Convention and Visitor's Bureau Strategic Dev. Committee \*(Chris Hnatiw)
- Eaton Rapids Area Plan CORE Committee
- Fire/EMS Study Committee
- MSU Outreach and Engagement Community Fellow and Community Advisory Board

\*TCRPC staff represented Director at one or more meetings

Events During the Second Decade of TCRPC (1966-1975)



XIII F 26



# Tri-County Office on Aging

*A Consortium of Clinton, Eaton & Ingham counties, and the  
Cities of Lansing & East Lansing since 1974.*

June 24, 2009

RECEIVED

JUN 29 2009

Lansing City Council  
10<sup>th</sup> Floor City Hall  
Lansing, MI 48933

From the 7-6-09 Council Meeting Packet

REFERRED TO THE COMMITTEE ON  
INTERGOVERNMENTAL RELATIONS

LANSING CITY COUNCIL

Dear Lansing City Council:

Enclosed is a copy of Tri-County Office on Aging's (TCOA) Area Plan Fiscal Years 2010-2012. This planning document is required under the Older Americans Act and Older Michiganians Act.

The Michigan Office of Services to the Aging (OSA), Department of Community Health requires TCOA to ask major cities and county commissions to approve the plan by July 31, 2009. A resolution endorsing the plan would be appreciated. If the Lansing City Council does not respond by the above date TCOA will consider passive approval of the plan.

The City of Lansing, along with Clinton, Eaton and Ingham counties and the City of East Lansing, is a member of the Tri-County Aging Consortium with. The Consortium members appoint representatives to serve on TCOA's Administrative Board (Kathie Dunbar, Joan Jackson-Johnson, Chris Swope, & Sandy Allen), which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to OSA. The Board endorsed the plans on June 15, 2009. Four older adults (Dolores Ward, Regina Allen & 2 vacancies) appointed by Lansing City Council also serve on the Advisory Council that reviewed and recommended approval to the Consortium Administrative Board.

The plan and sample resolution are enclosed in this mailing. I can be reached at 517-887-1372 if you have any questions or would like to discuss the documents or process. Thank you for your attention to this issue.

Sincerely,

Donna J. Hobart  
Deputy Director

RECEIVED  
2009 JUN 21 AM 10:08  
LANSING CITY CLERK

Enclosure

CC: Tri-County Aging Consortium Board Members Chris Swope, Kathie Dunbar, Joan Jackson-Johnson & Sandy Allen

5303 S. Cedar St. Ste 1, Lansing, MI 48911-3800  
517-887-1440 or 1-800-405-9141 ~ Fax: 517- 887-8071

[www.tcoa.org](http://www.tcoa.org)

## RESOLUTION

### *Lansing City Council*

July 2009

*WHEREAS*, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Area Plan Fiscal Years 2010-2012 as required by the Older Americans Act and the Older Michiganians Act; and

*WHEREAS*, Lansing City Council has reviewed the Tri-County Office on Aging's Area Plan Fiscal Years 2010-2012; and now therefore, be it

*RESOLVED*; that the Lansing City Council approves said document as presented.

# TRI-COUNTY OFFICE ON AGING

## *Area Plan*

**Fiscal Year 2010 - 2012**

October 1, 2009 through September 30, 2012

Tri-County Office on Aging  
5303 S. Cedar St., Suite 1  
Lansing, MI 48911-3800  
517-887-1440  
[www.tcoa.org](http://www.tcoa.org)

# Tri-County Office on Aging

## *Area Plan Fiscal Years 2010-2012*

October 1, 2009 through September 30, 2012

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## I. EXECUTIVE SUMMARY

### IA. Narrative

The Tri-County Aging Consortium (commonly known as Tri-County Office on Aging or TCOA), the Area Agency on Aging (AAA) for Region VI serving Clinton, Eaton and Ingham Counties, is an agency that plans and develops services for senior citizens. *The mission of the agency is to promote and preserve the independence and dignity of the aging population.* The goals to accomplish this mission include:

- To help older people function as independently as possible;
- To advocate for adequate resources and sound public policy;
- To develop and support a comprehensive coordinate system of service;
- To increase awareness of aging issues and services; and
- To provide support to families assisting aging relatives.

Choice is a very important to TCOA in assisting older adults, caregivers and adults with disabilities. TCOA has four ways or systems through which individuals and their families/caregivers can receive assistance. The more traditional is annual contracts; the others are Purchase of Services (POS); self-determination; and services provided directly by TCOA. Most of the Agency's directly provided services are access services: information & assistance (I&A), outreach, case coordination, independent living consultation and care management. TCOA provides Nutrition Services through both Community and In-Home Program. Program development is also under direct services, and TCOA utilizes those funds to generate new initiatives and to improve existing services.

Annual contracts are when funding and service requirements are put out in the community through Request for Proposal (RFP). Agencies submitting a proposal respond to cost per unit, number of units, and questions regarding how the service will be provided. The Advisory Council Proposal Review Committee reads and scores all proposals and makes funding recommendations to the Tri-County Aging Consortium Administrative Board. The Proposal Selection Criteria has not changed since the FY 2007-2009 Area Plan. Annual contracts are for one year but there is a three year commitment if services are provided as per contract.

TCOA also manages MI Choice (Home & Community Based Waiver), locally known as Project Choices. Along with the other access services seniors can move between case coordination, care management and Project Choices seamlessly. Most in-home services are done through a purchase of service system (POS). This allows more choice, flexibility and access to in-home services and also has a strong quality control component. POS is a client directed/choice system where services are provided based on client need and choice. Annual contracts with one or two providers limited client choice.

During Fiscal Year 2006 TCOA was chosen as one of four pioneer sites in Michigan to implement a program called the Self Determination Long Term Care Project. The Self Determination approach provides participants in the MI Choice Waiver, a flexible monthly allowance that is based on an individualized budget, allowing them to direct and manage their own personal assistance services. The service plan and budget are determined through the Person Centered Planning and based on need. Participants will be supported to direct the use of funds, hire personal assistants, contract with preferred providers, make home modifications, and select from home care services which best meet their needs. They will have the option of appointing a representative and being part of a peer support group. TCOA has been committed to giving participants as much choice as possible and this is a

natural partnership. A fiscal intermediary is contracted with that pays the direct care worker (DCW ) withholding taxes, social security, workers comp, etc.

As stated most of the services TCOA provides directly are access services; information & access, outreach, case coordination, independent living consultation and care management. AAA are permitted and encouraged to provide access services. The TCOA also provides the Nutrition Program, both congregate and home-delivered meals, as a direct service. In the late 1970's TCOA contracted the Nutrition services but the provider was unable to continue the program. The City of Lansing, the Ingham County Health Department and the Michigan Office of Services to the Aging (OSA) requested that TCOA take over the program and provide the service directly. Nutrition services are put out for RFP bid, along with all annual contracted services, that coincides with each Three Year Area Plan. No other agency has expressed interest in providing the service. TCOA has been successfully providing both congregate and home-delivered meals in Region 6 since 1976. The local units of government support this regional effort both philosophically and financially.

When TCOA relocated offices and the kitchen in 1998, another nutrition service provider was sought. Sparrow Health System did express some interest but eventually decided not to respond to the Request for Proposal to provide the service. At that time TCOA conducted a capital campaign to fund a new kitchen and community rooms, purchase kitchen equipment and begin an endowment fund. The goal of the campaign was \$1.5 million; \$1.65 million was raised. The community also supported TCOA in management of the Nutrition Program. Commitments to annual contractors are given for a three-year cycle to coincide with the Annual Plan. Every three years a Request for Proposals (RFP) goes out for bid for all annual contractor funds including all the nutrition funding. No one has approached TCOA with interest in submitting a RFP for the nutrition funds. If there was interest and a competitive bid, the Michigan Office of Services to the Aging would be responsible for selecting a nutrition provider.

The Area Agencies on Aging, under leadership and direction of the Michigan Office of Services to the Aging (OSA), Area Agency on Aging Association of Michigan (4AM) and the National Area Agency on Aging Association (N4A); carries out a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, resource and program development, information sharing, monitoring and evaluation; designed to lead to the development of comprehensive and coordinated systems in, or serving each community in the planning and service area. These systems are planned to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities as long as possible.

Another initiative/philosophy during FY 2007 for TCOA was **Person-Centered Thinking**. In the past, Medicaid or other regulatory standards have governed the process of developing care plans for persons requiring long-term care. The **Person-Centered Thinking** philosophy recognizes that all participants are unique individuals with needs, wants, goals and dreams. Most people want the same things from life: an interesting and meaningful daily life, close relationships with others, opportunities to socialize and enjoy recreation, opportunities to develop talents and abilities, to be a part of and contribute to the community, and feel valued and important. The **Person-Centered Approach** was designed to encourage people working with individuals in Long-Term Care (LTC) situations to view the individual's needs through their eyes and to honor their preferences, choices and abilities. Project Choices has completed training of all staff. For all Waiver, Care Management and Case Coordination clients, Person-Centered Thinking is being used with Waiver clients having Person-Centered Plan completed.

In FY 2007 TCOA was selected by the Michigan Office of Services to the Aging (OSA) to participate in a Nursing Home Diversion (NHD) grant beginning FY 2008; and is participating in NHD 2 in FY 2009. An Independent Living Consultant was hired, who was previously a Care Manager with



Project Choices. TCOA plans on continuing the ILC funding with Federal and/or State funds. This grant allows TCOA:

- To target those at risk for nursing home placement and spending down to Medicaid
- Employing person-centered planning and self determination into Older American and Older Michiganian Act Programs
- Flexible spending creative ways to use Federal and State funding to assist these individuals will also be explored.

TCOA continues to enjoy a strong presence in the community. Over the years accomplishments include a formal cooperative regional working relationship through the Charter of the through the Tri-County Aging Consortium. The membership includes Clinton, Eaton and Ingham counties and the cities of Lansing and East Lansing with elected officials or their appointee from those units of government serving as Administrative Board members. Other accomplishments include a local Chapter of the National Caucus and Center on Black Aged; Medicaid Waiver pilot project, State of Michigan;; providing Meals-On-Wheels and Dining Sites throughout all the service area with a volunteer network over 1,800 strong; local fund raising efforts that allocates over \$138,000 to in-home services; original and ongoing member of each county Human Service Collaborative; leader in organizing Christmas in April now know as Rebuilding Together, which assists low-income seniors with minor home repair and home maintenance and participation on the Advisory Boards/Councils of the local transit systems, which provides needed transportation to area seniors.

For several years, TCOA has been involved with long-term care issues. In 1990 TCOA began a local Long-Term Care (LTC) Collaborative. This has brought interested parties together including nursing homes, Departments of Human Services (DHS), Community Mental Health, Lansing Community College (LCC), Capital Area Center for Independent Living, local hospitals and public health. One of the main focus areas has been the direct care workforce. The Collaborative developed a survey for the direct care workforce and their employers. In 2005 the Collaborative published the "A Labor of Love, Assessing the Status of the Direct Care Workforce". The report examined and compared views on recruitment, training and retention of both the workers and their employers. The report has been utilized by LTC providers.

The TCOA Executive Director has served on many of the committees for the Governor's Long-Term Care Taskforce. The report was issued with recommendations how the long-term care system should shape in Michigan.

TCOA partnered with the MI Department of Community Health (DCH) in establishing the Michigan Quality Community Care Council (MQC3), a statewide organization. TCOA's Executive Director sits on the Administrative Board of the Council. The Council has established a registry of home help workers; conducting criminal background checks and training for both the worker and client. Plans for other supports to be provided to workers such as assistance with childcare, transportation and health care are being look at. In the future there are plans for MI Choice and eventually the general public to utilize the MQC3.

In conjunction with the Capital Area United Way (CAUW) and other community agencies, TCOA continues to link with area faith communities through *Poor at Your Door*. There are annual one-day conferences for faith communities. The most recent was October 24, 2008 where TCOA presented information on TCOA and community services. A May 2009 breakfast was held for area faith leaders to find out what should be the focus of this years event. And also to outreach to faith communities that have not been attending the previous *Poor at Your Door* conferences.

The TCOA has a commitment to no waiting list for Meals-On-Wheels (MOW) and for another year this is being accomplished. Through a very strong network of volunteers, local funding and fundraising activities TCOA is able to provide noon meals to all those who qualify for MOW. Occasionally an individual needs to wait until a spot is open on a particular route but this is never more than a couple of weeks. If there is a short wait frozen meals can be provided.

Another success of the TCOA MOW program is the availability of meals for special diets meals. All meals are low sodium. Special diets for chronic illness include low fat, diabetic and mechanically adjusted. There is also an optional meal for individuals to choose. Each week an optional meal is listed and for that week a client can select that for one or more days. Fish or pork is never the optional meal.

The Senior Dine Card is being used within the service area through congregate meals, locally known as Senior Dining. Seniors who qualify for the card; those who have low incomes, are at nutritional risk and are socially isolated, can dine at nine local area restaurants. Most of the restaurants are where there are no Dining Sites and are located in more rural areas. The program is being evaluated on a regular basis. The participants are very pleased with the restaurants and ease of using an electronic swipe card.

The TCOA has worked with AARP volunteers to provide tax assistance to seniors in this service area. TCOA provides the space for training, meals for the volunteers, space for tax preparation, coping, mailing, computer links, public information, scheduling for appointment, and any thing else that is needed. The program targets seniors with lower incomes.

Since TCOA was established in 1974 Information and Assistance (I&A) has been and is a vital service. TCOA provides funding for an I&A site in rural Ingham, Clinton & Eaton Counties through an annual contractor (Capital Area Community Services, CACS); and a Spanish Speaking I&A site at Cristo Rey Community Center in Lansing. TCOA also provides I&A, caregiver I&A, and Outreach directly with local and Federal funds. The Medicare/Medicaid Assistance Program (MMAP) is housed at TCOA. The I&A annual contractor, CACS, also provides MMAP consultation and advocacy.

Another important Access Services TCOA provides directly is Outreach. This half time staff position, in FY 2008 reached 1,258 individuals who were either older adults, family members, friends or concerned neighbors and community members. They were given information on services for seniors and persons with disabilities in the community. There were 36 presentations made to community groups and 7 health fairs. The staff person at TCOA works with Rebuilding Together and in 2008, 25 homes of older adults were refurbished through the program. Crisis Services for the Elderly volunteers are also coordinated through Outreach. This program had 8,760 hours of volunteer time and assisted 329 older adults during FY 2008.

TCOA has worked with the community to assure that there is a continuum of respite for caregivers and their loved one. There are two volunteer respite programs that served 45 families for a total of 2,447 hours with funding through TCOA in FY 2008. The base funding for these programs allow them to seek other local funds and provide respite to many more families than is reflected in these numbers.

There are also two adult-day care (ADC) programs in the service area that have annual contracts and provide service through DPOS. There were a total of 46 caregivers and older adults assisted though 10,702 hours of ADC a form of respite. Because of cost-sharing more families are serviced. Other local funding and private pay help additional families take advantage of this ADC.

The following chart gives a summary of type of service, clients, and units. Homemaker, In-Home Respite and Personal Care are provided through a direct purchase of services (DPOS) system with most of the area home health care agencies in the pool of providers. Kinship Care Respite also takes advantage of DPOS. The TCOA Outreach staff person works mostly with grandparents in identifying an activity, camp, day care, etc. that will provide respite and give the child something fun

and interesting to do. These providers are then added to the DPOS pool. Cost-sharing is used for services but because the families have lower incomes few funds generated for additional services.

Project Choices provides access services through Case Coordination & Support, Care Management and the MiChoice Home & Community Based Waiver. All three services work with eligible older adults and MiChoice with younger adults who qualify. TCOA is working to provide a seamless system for the adults and caregivers. Each care manager assists individuals in each of the three programs. When an individual becomes eligible for one of the other services the change can easily be made.

During FY 2008 the following services were provided (\* indicates Annual Contractors):

<u>Service</u>	<u>Clients</u>	<u>Units</u>
Information & Assistance (I&A)*	2,310	6,017 hours
Spanish Speaking I&A*	175	1,024 hours
TCOA I&A	4,086	6,876 hours
Caregiver I&A	175	420 hours
Case Coordination & Support	67	960 hours
Crisis Services for the Elderly, 24 hr per day	329	8,760 volunteer hours
Direct Purchase of Service (DPOS), non-Waiver		
Kinship Care Respite	18	1,439 hours
Homemaker	116	19,029 hours
In-Home Respite	15	4,373 hours
Personal Care	135	37,991 hours
DPOS, Waiver		
Homemaker	232	47,550 hours
Personal Care	57	11,384 hours
In-Home Respite	431	290,445 hours
Other		
Outreach	1,258	1,316 hours
Project Choices		
Home & Community Based Care	476	NA
Care Management	107	NA
Medicare Medicaid Assistance Program	1,333	NA
Volunteer Respite Care		
Capital Area Interfaith Respite, RSVP	35	1,669 hours
Senior Companion Program, RSVP	12	962 hours
Adult Day Care		
Active Living for Adults, E. Lansing	22	6,710 hours
South Lansing Hill Toppers	24	3,992 hours
Volunteer Transportation*		
Medical	35	857 one-way ride
Nutrition	23	3,200 one-way ride
Elder Abuse Education & Prevention*	179	175 hours
Legal Services*	544	1,449 hours
Long Term Care Ombudsman*	626	853 hours
Health Promotion & Disease Prevention*		
Senior Fitness	176	330 hours
Medication Management Education	547	82 hours

For Fiscal Year 2009, it is planned to continue tasks and goals as in the first year of the Area Plan. There are additions of program development objectives that include updating a transportation guide in conjunction with the three public transportation providers in the regions: Capital Area Transportation Authority, Eaton County Transportation Authority and the Clinton County Transportation Authority. TCOA will also convene a coalition to work on evidence based disease prevention programs in this service area.

A cover letter asking for approval and a copy of the Annual Implementation Plan Fiscal Year 2009 was sent through Certified Mailed through the U.S. Postal Service to Clinton, Eaton & Ingham Counties; and the Cities of Lansing and East Lansing. Copies of the letters were provided to the Michigan Office of Services to the Aging along with the AIP FY 2009. The letter explained the AIP and asked each local municipality mentioned to review the plan and pass a resolution approving the document. If TCOA did not hear from the local units of government by the end of July 2008, it would be considered passive approval.

# **FY 2010 Planned Services Summary Page for PSA:**

2023-2024 Approved Services Summary Page for PSA:					
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 292,181	10%			\$ 292,181
Case Coordination & Support	\$ 33,023	1%			\$ 33,023
Disaster Advocacy & Outreach Program	\$ -	0%			
Information & Assistance	\$ 134,333	4%		\$117,666	\$ 16,667
Outreach	\$ 24,619	1%			\$ 24,619
Transportation	\$ 10,417	0%		\$ 10,417	
IN-HOME SERVICES					
Chore	\$ 1,111	0%	\$ 1,111		
Home Care Assistance	\$ -	0%			
Home Injury Control	\$ -	0%			
Homemaking	\$ 150,322	5%	\$ 150,322		
Home Delivered Meals	\$ 1,029,256	34%			\$ 1,029,256
Home Health Aide	\$ -	0%			
Medication Management	\$ 6,846	0%		\$ 6,846	
Personal Care	\$ 128,330	4%	\$ 128,330		
Personal Emergency Response System	\$ -	0%			
Respite Care	\$ 206,482	7%	\$ 206,482		
Friendly Reassurance	\$ -	0%			
COMMUNITY SERVICES					
Adult Day Services	\$ 100,341	3%		\$100,341	
Dementia Adult Day Care	\$ -	0%			
Congregate Meals	\$ 648,616	21%			\$ 648,616
Nutrition Counseling	\$ -	0%			
Nutrition Education	\$ -	0%			
Disease Prevention/Health Promotion	\$ 20,558	1%		\$ 20,558	
Health Screening	\$ -	0%			
Assistance to the Hearing Impaired & Deaf	\$ -	0%			
Home Repair	\$ 1,111	0%	\$ 1,111		
Legal Assistance	\$ 27,352	1%		\$ 27,352	
Long Term Care Ombudsman/Advocacy	\$ 38,566	1%		\$ 38,566	
Senior Center Operations	\$ -	0%			
Senior Center Staffing	\$ -	0%			
Vision Services	\$ -	0%			
Programs for Prevention of Elder Abuse,	\$ 6,338	0%		\$ 6,338	
Counseling Services	\$ -	0%			
Specialized Respite Care	\$ -	0%			
Caregiver Supplemental Services	\$ -	0%			
Kinship Support Services	\$ 8,344	0%	\$ 8,344		
Caregiver Education, Support, & Training	\$ -	0%			
PROGRAM DEVELOPMENT					
	\$ 74,930	2%			
REGION-SPECIFIC					
Emergency/Utilities	\$ 11,111	0%	\$ 11,111		
NHD Services	\$ 60,328	2%			\$ 60,328
MATF Administration					
	\$ 10,116	0%			
TOTAL PERCENT					
		100%	17%	11%	70%
TOTAL FUNDING					
	\$ 3,024,629		\$ 506,811	\$328,084	\$ 2,104,689

# FY 2010 AREA PLAN GRANT BUDGET

Rev. 4/2009

Agency: Tri-County Office on Aging

Budget Period: 10/01/09 to 09/30/10

PSA: 6

Date: 06/08/09

Rev. No.: 1 Page 1 of 3

SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	341,183		341,183
2. Fed. Title III-C1 (Congregate)		405,685	405,685
3. State Congregate Nutrition		12,922	12,922
4. Federal Title III-C2 (HOM)		208,088	208,088
5. State Home Delivered Meals		315,028	315,028
8. Fed. Title III-D (Prev. Health)	24,303		24,303
9. Federal Title III-E (NFCSP)	148,225		148,225
10. Federal Title VII-A			
10. Federal Title VII-EAP	5,704		5,704
11. State Access	27,081		27,081
12. State In-Home	89,238		89,238
13. State Alternative Care	106,175		106,175
14. State Care Management	262,963		262,963
16. State N.H. Ombudsman	18,678		18,678
17. Local Match			
a. Cash	29,218	35,124	64,342
b. In-Kind	103,625	73,200	176,825
18. State Respite Care (Escheat)	50,149		50,149
19. Merit Award Trust Fund	122,521		122,521
20. NSIP		218,034	218,034
21. Program Income	17,695	409,790	427,485
<b>TOTAL:</b>	<b>1,346,758</b>	<b>1,677,871</b>	<b>3,024,629</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	125,276	20,071	145,347
State Administration	21,689		21,689
MATF Administration	10,116		10,116
Other			
<b>Total:</b>	<b>157,081</b>	<b>20,071</b>	<b>177,152</b>

Expenditures	
	FTEs
1. Salaries/Wages	2.50
2. Fringe Benefits	
3. Office Operations	
<b>Total:</b>	<b>177,152</b>

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
City of Lansing	6,203		
City of East Lansing	1,144		
Eaton County	4,696		
Ingham County	5,198		
Clinton County	2,830		
<b>Total:</b>	<b>20,071</b>	<b>Total:</b>	

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

05/08/09

Executive Director

Title

Signature

Date

FY 2010 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																
Agency: Tri-County Office on Aging			10/01/09			09/30/10			Rev. 4/2009							
PSA: 6			Budget Period:			Rev. No. 1			page 2 of 3							
			Date:													
SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt Care	State Care Mgmt	State NHO	St. Respite (Escheat)	Ment Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management								262,963						29,218	3,302	292,181
b. Case Coord/supp	24,797				4,924											33,023
c. Disaster Advocacy																
d. Information & Assis	105,900		15,000													134,333
e. Outreach																24,619
f. Transportation	9,375															10,417
2. In-Home																
a. Chore	1,000														111	1,111
b. Home Care Assis																
c. Home Injury Cntrl																
d. Homemaking	33,500														15,032	150,322
e. Home Health Aide																6,846
f. Medication Mgt		6,161													12,833	128,330
g. Personal Care	29,865															205,482
h. PERS													1,900		20,458	
i. Respite Care			90,406							306,537	59,161					
j. Friendly Reassure													3,000		2,435	27,352
3. Legal Assistance	21,917															
4. Community Services																
a. Adult Day Care			14,300							13,612	59,225		2,800		9,754	100,341
b. Dementia ADC																
c. Disease Prevent		18,142											400		2,016	20,558
d. Health Screening																
e. Assist to Deal																
f. Home Repair	1,000											9,485			111	1,111
g. LTC Ombudsman	6,546														3,857	38,565
h. Sr Ctr Operations																
i. Sr Ctr Staffing																
j. Vision Services																
k. Elder Abuse Prevnt				5704												
l. Counseling																
m. Spec Respite Care																
n. Caregiver Supplmt													110		823	8,344
o. Kinship Support																
q. Caregiver E.S.T			7411												7,493	74,930
5. Program Develop	67,437															
6. Region Specific																
a. Emergency	10,000															
NHD Services	29,846		16,458			3,806									1,111	11,111
MATF administration															6,033	60,328
SUPPRT SERV TOTAL	341,183	24,303	148,225	5,704	27,081	89,238	106,175	262,963	18,678	50,149	122,521	9,485	8,210	29,218	103,625	1,346,758

# FY 2010 AREA PLAN GRANT BUDGET - NUTRITION SERVICES DETAIL

Rev. 4/2009

Agency: Tri-County Office on Aging Budget Period: 10/1/2009 to 09/30/10  
 PSA: 6 Date: 06/08/09 Rev. Number 1

page 3 of 3

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	405,685		12,922		54,509	130,000		45,500	648,616
2. Home Delivered Meals		208,088		315,028	163,526	279,790	35,124	27,700	1,029,256
3. Nutrition Counseling									
4. Nutrition Education									
5. AAA RD/Nutritionist*									
Nutrition Services Total	405,685	208,088	12,922	315,028	218,034	409,790	35,124	73,200	1,677,871

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA, and detailed in Appendix H.

## FY 2009 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	6,546			18,678	9,485			3,857	38,566
2. Elder Abuse Prevention			5,704					634	6,338
3. Region Specific									
LTC Ombudsman Ser. Total	6,546		5,704	18,678	9,485			4,491	44,904

## FY 2009 AREA PLAN GRANT BUDGET - RESPITE SERVICE DETAIL

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore									
2. Homemaking									
3. Home Care Assistance									
4. Home Health Aide									
5. Meal Preparation/HDM									
6. Personal Care									
Respite Service Total									



## Page 1 of 2

10.3

# AREA AGENCY ON AGING--WAGES AND SALARIES

Budget Period: 10/01/09 to: 09/30/10

Date of Budget: 06/08/09

Page 2 of 2

PSA: 6

Agency: Tri-County Office On Aging

Rev. No.: 1

Operations			Program Services/Activities									
JOB CLASSIFICATION	FTEs	Admin	Program Develop	State Access	Congregate Nutrition	Home Del Meals	Care Mngt.	HCBS Waiver	Merit Award	0	0	0
Executive Director	1.00	28,687	16,189					8,300	25,673			78,849
Services Director	0.00											0
Nutrition Director	1.00				16,954	36,433						53,387
Finance Director	1.00	16,495	7,060		4,354	8,841		1,650	19,795			58,195
Planning Director	1.00	39,415	14,373									53,788
												0
Accountant												0
Contract Manager	2.00	27,347	8,092	17,095			1,916	10,247				64,697
Nursing Supervisor	1.00						10,200	5,597				66,197
Social Work Supervisor	1.00						10,256	5,651				66,767
Nurses	6.12						37,989	25,163				289,624
Social Workers	7.35			2,900			37,514	27,640				316,821
Eligibility Specialist	2.00						9,997	7,442				84,426
Intake Coord	1.00						6,709	3,231				39,024
Client Tracking Operator	2.75						9,845	7,028				80,130
Long Term Care Advisor	1.00						7,177	3,834				45,522
Services Coord.	1.00						7,326	3,972				47,047
Clerical	6.75	55,585	32,78		10,820	47,939	3,100	21,704				142,426
Case Coord. & Support	1.00						3,826	14,224				18,050
Personnel Specialist	0.50	19,973										19,973
Nutr Site Liason	1.00				40,238							40,238
Food Service Superv	0.50				5,026	28,313						26,339
Kitchen Superv	1.00				5,160	26,460						31,620
Cooks	5.85				10,341	91,153						101,494
Kitchen Support	2.00				5,522	29,192						34,714
HDM Director	0.00											0
Food Transp	6.00				22,797	8,111						103,938
Coordinao's	4.79				25,783	43,741						69,524
MOW Coord	5.00					156,196						156,196
				0								0
Computer Tech	0.00				0							0
Temps		8,022			3,307	7,642		4,095				23,066
Volunteers (Match)					19,829							19,829
												0
TOTAL	64.61	195,524	48,992	19,995	170,631	549,051	155,805	991,383	0	0	0	2,131,381

## II. C. Request to Transfer Funds

### REQUEST TO TRANSFER FUNDS

Fiscal Year 2010

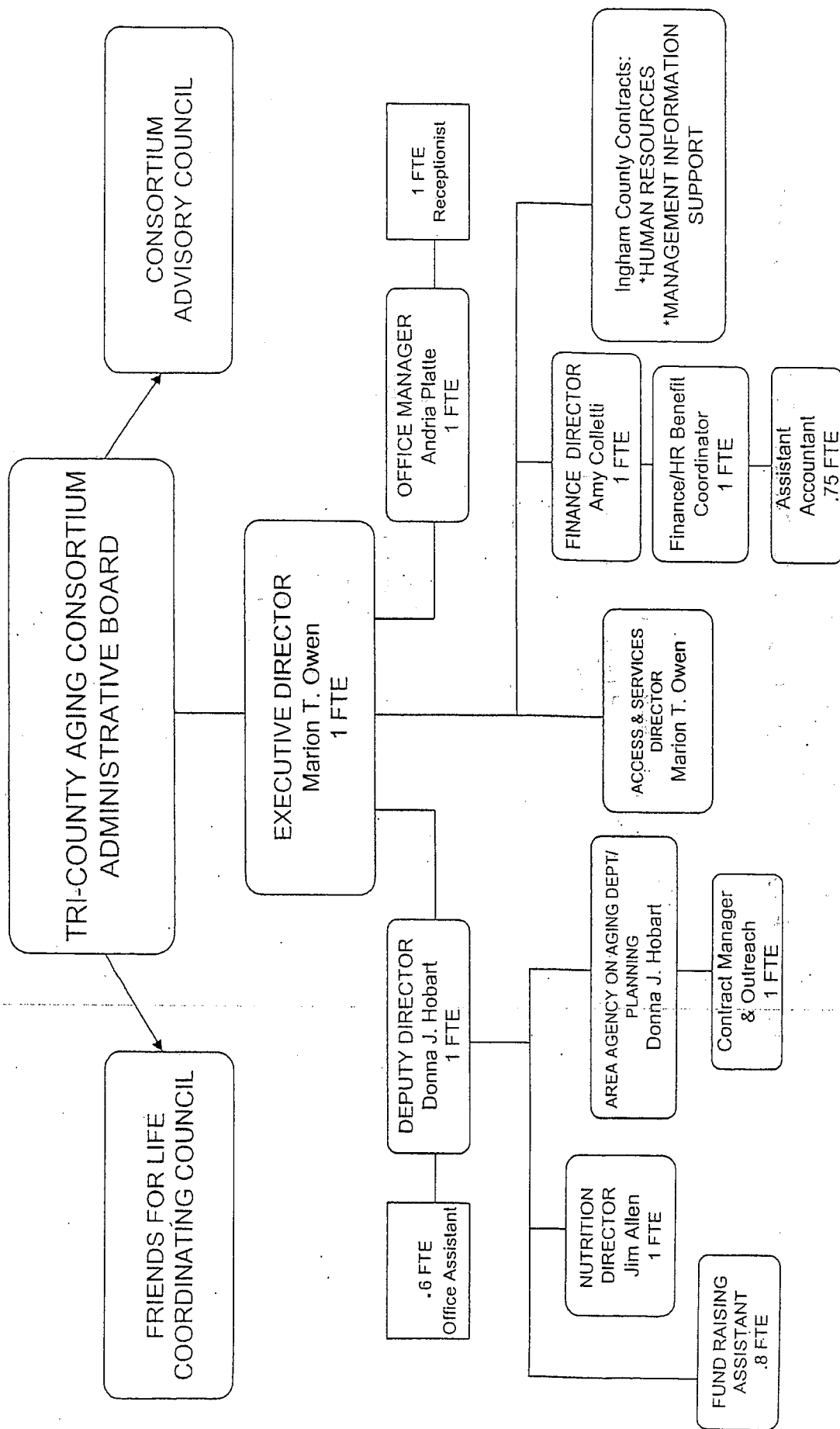
1) The area agency on aging requests approval to transfer \$ \_\_\_\_ from Title III-B Supportive Services to Title III-C Nutrition Services. The agency assures that this action will not result in a reduction in support for in-home services and senior center staffing.  
Rationale for this request:

2) The area agency on aging requests approval to transfer \$ \_\_\_\_ from Title III-C1 Congregate Nutrition Services to Title III-B Supportive Services for in-home services. The rationale as to why congregate participation cannot be increased is listed below.  
Rationale for this request:

3) The area agency on aging requests approval to transfer \$ 4,000 from Title III-C1 Congregate Nutrition to Title III-B Supportive Services for participant transportation to and from meal sites to possibly increase participation in the congregate nutrition program.  
Rationale for this request:

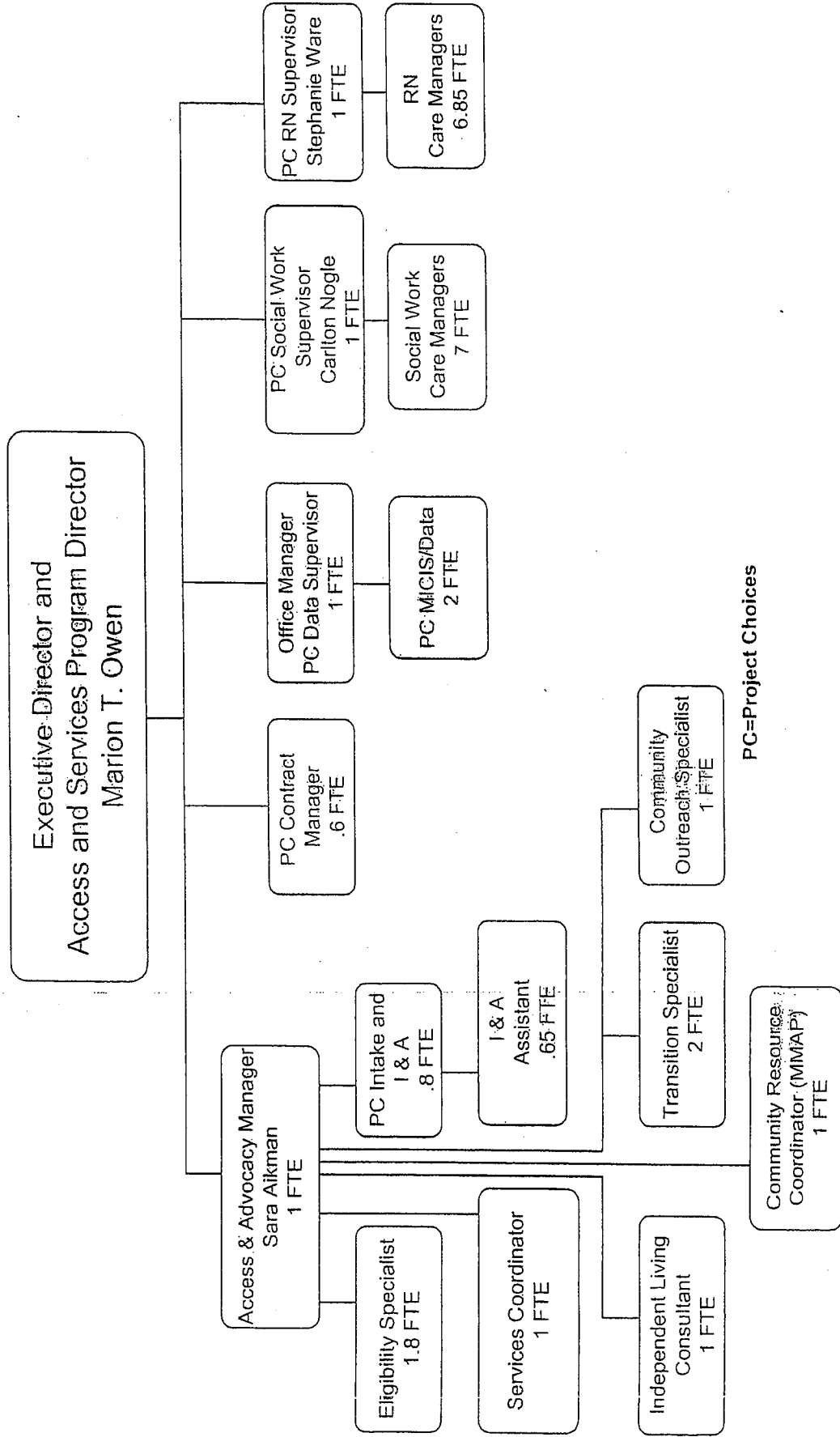
Some older adults in Clinton, Eaton and Ingham Counties need assistance with transportation costs to Dining Sites. An annual contract of Title 3B services covers insurance for adults who transport other older adults in their car and will reimbursement for mileage. Another use of these funds is to pay for a one way trip using public transportation to a Senior Dining Site.

# TRI-COUNTY AGING CONSORTIUM



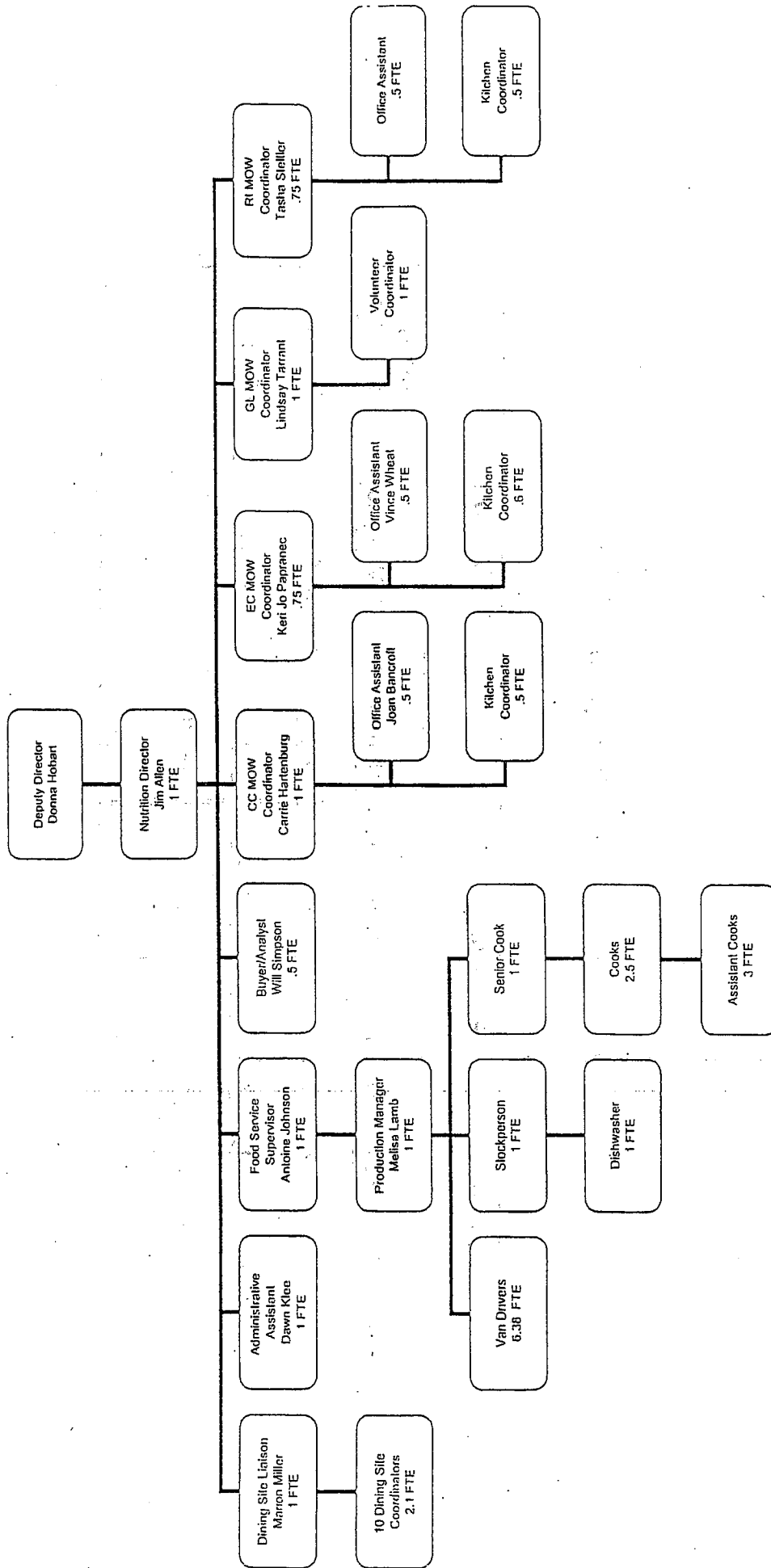
# Attachment A

## Tri-County Office on Aging – Access & Services Program



PC=Project Choices

# Tri-County Office on Aging - Nutrition Program



## III. STATEMENT OF NEED

### III.A. Demographics

Table I

#### Population of Clinton, Eaton & Ingham Counties

Planning & Service Area (PSA)	All Ages		60 + Population		
	Number	% Distribution	Number	% of All Ages	County % Distribution
PSA TOTAL	447,728	100.0%	59,807	13.4%	100.0%
Clinton County	64,753	14.5%	9,633	14.9%	16.1%
Eaton County	103,655	23.2%	15,751	15.2%	26.3%
Ingham County	279,320	62.4%	34,423	12.3%	57.6%

Source: U.S. Bureau of the Census, 2000 Census of Population

Table II

Population of Advanced Age  
for  
Clinton, Eaton & Ingham Counties

Planning & Service Area (PSA)	All Ages	Total 60 & older	Population Aged 75 & Older			Population Aged 85 & Older		
			Number	County % Distribution	% of Aged 60+	Number	County % Distribution	% of Aged 60+
PSA TOTAL	447,728	59,807	21306	100.0%	35.6%	5602	100.0%	9.4%
Clinton County	64,753	9,633	3181	14.9%	33.0%	856	15.3%	8.9%
Eaton County	103,655	15,751	5523	25.9%	35.1%	1438	25.7%	9.1%
Ingham County	279,320	34,423	12602	59.1%	36.6%	3308	59.1%	9.6%

Source: U.S. Bureau of the Census, 2000 Census of Population



Table III

**Minority 60+ Popuation**

for

**Clinton, Eaton & Ingham Counties**

County	All Races	White	African Am/ Black	Am Indian & Alaska Native	Asian	Native Hawaiian & Pacific Isl	Other Race	Two or More Races	Total Minority	Hispanic or Latino
Clinton	9,633	9,488 98.5%	38 0.4%	17 0.2%	23 0.2%	0 0.0%	29 0.3%	38 0.4%	145 1.5%	121 1.3%
Eaton	15,751	15,121 96.0%	386 2.5%	29 0.2%	59 0.4%	6 0.0%	56 0.4%	94 0.6%	630 4.0%	197 1.3%
Ingham	34,423	30,850 89.6%	2,306 6.7%	72 0.2%	564 1.6%	7 0.0%	311 0.9%	313 0.9%	3,573 10.4%	892 2.6%
PSA 6	59,807	55,462 92.7%	2,730 4.6%	118 0.2%	646 1.1%	13 0.0%	396 0.7%	445 0.7%	4,348 7.3%	1,210 2.0%

48  
17

Table VI

*Grandparents Raising Grandchildren*  
Clinton, Eaton & Ingham Counties

<i>Planning &amp; Service Area (PSA)</i>	<i>Total* Number</i>	<i>% Distribution</i>	<i>Estimated** 60+</i>	<i>% Distribution</i>
PSA TOTAL	2,214	100%	1,107	100%
Clinton County	218	9.8%	109	9.8%
Eaton County	645	29.1%	323	29.1%
Ingham County	1,351	61.0%	676	61.0%

\*Total Population for Grandparents Raising Grandchildren/Kin

\*\*Estimated is 50% of all Grandparents responsible for own grandchildren.

U.S. Census Bureau; Census 2000 Summary File 3, PCT 8

Table V

**100% Poverty 65+ Population By Race  
Clinton, Eaton & Ingham Counties**

<i>Planning &amp; Service Area (PSA)</i>	<i>Poverty Total</i>	<i>Alone White</i>	<i>Black</i>	<i>Am Ind/ Alaska Nat</i>	<i>Asian</i>	<i>Hispanic</i>	<i>Other Race</i>	<i>Poverty Minority Total</i>	<i>Poverty Minority Percent</i>
<b>PSA TOTAL</b>	2,738	2,250	290	7	30	101	50	976	35.6%
<b>Clinton County</b>	390	381	0	0	0	9	0	9	2.3%
<b>Eaton County</b>	659	617	40	0	2	0	0	42	6.4%
<b>Ingham County</b>	1,689	1252	250	7	28	92	50	427	25.3%

U.S. Census Bureau: P159A-P159159G Poverty Status in 1999 by Age

### III. B Input Forums and Public Hearings

#### Tri-County Office on Aging Area Plan Fiscal Years 2010-2012 Input Session/Focus Groups

DATE	LOCATION	TIME	BARRIER FREE (Y or N)	NUMBER of ATTENDEES
11-26-09	Allen St. Neighborhood Center, Senior Group 1619 E. Kalamazoo Ave. Lansing, MI Ingham County	11:00 A.M.	Yes	19
01-09-09	Senior Companions, RSVP 5303 S. Cedar, Ste 1, Community A Lansing, MI Tri-County	12:00 P.M.	Yes	53
02-04-09	Bath Township Senior Center 14480 Webster Rd. Bath, MI Clinton County	11:30 A. M.	Yes	21
02-09-09	Eaton Area Senior Center 804 S. Cochran Charlotte, MI Eaton County	12:30 P.M.	Yes	26
02-12-09	Tri-County Office on Aging Advisory Council 5303 S. Cedar, Ste 1, Community A Lansing, MI Tri-County	1:00 P.M.	Yes	16

There were five regular focus groups held in Clinton, Eaton and Ingham counties; and the results of those sessions is part of the Evaluation of Unmet Needs. The questions posed to older adults were as follows.

1. What do older adults worry about most? List 3 things you feel older adults worry about most.
2. What type of assistance/help is most important to older adults? List 3 types of assistance/help that are most important to older adults.
3. Who would an older adult call for needed information or assistance? List 3 sources of information/assistance older adults would call.
4. What would you like TCOA to work on in regard to program development (new ideas or improved ideas/programs)? List 3.

# Tri-County Office on Aging

## Area Plan Fiscal Years 2010-2012 Public Hearings

DATE	LOCATION	TIME	BARRIER FREE (Y or N)	NUMBER of ATTENDEES
May 14, 2009	Tri-County Office on Aging 5303 S. Cedar St., Suite 1. Lansing, MI	1:00 P.M.	Yes	
May 19, 2009	Rocking Chair Deserters Senior Center 201 Grand Ave., Eaton Rapids, MI	11:30 A.M.	Yes	
May 20, 2009	Clinton county Senior Drop-In Center 201 E. Walker, St. Johns, MI	12:30 P.M.	Yes	

There was one written public comment from Health for Life consulting, Inc., an annual contractor for older adult fitness and medication management. The letter is included which there were statements from older adults who participate in the programs and how beneficial it has been for the.

A summary of each public hearing follows.

**Tri-County Office on Aging**  
**Public Hearing Summary Area Plan Fiscal Years 2010 – 2012**

Thursday, May 14, 2009 1:00 P.M.

5303 S. Cedar Suite 1, Lansing, MI

Nancy Weber began the public hearing at 1:05 P.M. prior to the TCOA Advisory Council meeting. There were twenty-one individuals in attendance: eighteen from the general public, two TCOA student interns and three staff. Of those in attendance, other than staff, eleven or 61% were sixty years or older and three or 16.6% were minority.

N. Weber stated the comments and input were used reshape the TCOA Area Plan draft. This draft also will be presented to Administrative Board. Nancy provided an overview of the document and highlighted various sections of the plan including Funded Service Summary, Program Development Objectives and providing the Nutrition Program directly.

N. Weber asked for comments or questions:

Jerry Roe said the draft was very thorough and very easy to read.

Don Kaufman referred to page 28 and asked, "Why do you think the percent of Hispanics using support services is so low?"

Marion Owen said it may be because the Hispanics have more family support. The Hispanics use the congregate site at Cristo Rey, so that makes the percentage higher in that area.

Gloria Kovnot referred to page 7—the personal emergency response system. She said there is not money listed in the budget for this. What is your objective?

Nancy Weber provided information about the agencies involvement with emergency preparedness. Marion Owen stated that for clients in Project Choices, Personal Emergency Response Systems are purchased as needed for individuals.

G. Kovnot said she looks for programs for newly retired persons like Citizen Emergency Response Team (CERT) in the community and wondered if this applied.

N. Weber said that TCOA partners with emergency managers in our region and that CERT training is available locally.

G. Kovnot is interested in CERT for Delta Township. She stated that not everyone knows that CERT is intended for "regular" people, not persons with specialties.

Anna Brown asked, "What is the deadline for comments on the plan and who gets the comments?" Anna Brown requested a copy of the plan and was provided one.

N. Weber said to give Donna Hobart the comments, and they should be in by June 15, 2009.

N. Weber asked Jenny Cook, Citizens from Better Care, if she had anything to say. Jenny wanted to thank TCOA for all of their support of Citizens for Better Care and the Long-Term Care Ombudsman services. She stated that she hopes to see continued support.

Hearing no other comments, Nancy Weber ended the public hearing at 1:30 PM.

**Tri-County Office on Aging**  
**Public Hearing Summary Area Plan Fiscal Years 2010 – 2012**

Tuesday, May 19, 2009 11:30 A.M.  
Rocking Chair Deserters Senior Center  
201 Grand Ave., Eaton Rapids. MI

Donna Hobart began the public hearing at 11:45 a.m. There were forty-seven individuals in attendance: forty-three from the older adults from the general public, one TCOA student intern, and three staff

D. Hobart talked about the funded services. D. Hobart mentioned Tri-County Office on Aging (TCOA) contracts with CACS. D. Hobart mentioned the plan did not reflect the recent funding cuts of 17% this year and 15% next year. D. Hobart said there will be an opportunity at the center for seniors to get a Power of Attorney and Will prepared at no charge.

D. Hobart asked for comments or questions:

Dick Ott asked, "What options are available for Meals on Wheels?" D. Hobart responded stating all meals were low sodium; and there are also Diabetic, low fat and mechanically adjusted meals. For there the entrée there is an optional to choose from.

Judy Nichols asked, "How does someone sign up for Meals on Wheels?" D. Hobart said to call Shirley Ripley at CACS to get the number; and the program will set up an assessment and if eligible begin meal delivery to the person.

Judy Nichols also said that Nancy Weber emailed her a Request for Proposal, and Judy wondered if it has anything to do with the Meals on Wheels program. D. Hobart said, "Yes." The requests go out; however, no one in the community has been interested.

Dan Darrow asked, "What kind of information to give someone facing nursing home placement?"

D. Hobart said Project Choices (MI Choice state-wide) is to help keep older adults in their homes out of a nursing home if possible. D. Hobart also said there will be an addition of MI Choice being able to help individuals who choose and need to be in a licensed assisted living facility such as an adult foster care home. The program will not pay for room and board but for addition services needed by the person.

D. Hobart asked Shirley Ripley from CACS if she had anything she wanted to mention. S. Ripley said they have funds to provide insulation and deliverable fuel oil to individuals living in Eaton County who qualify. An individual can receive up to \$1,200 for deliverable fuel.

Mike Gleason asked, "What is the name of the statewide Choice program?" D. Hobart said it was MI Choice.

Mary Marietta asked about installation and requirements to qualify for fuel oil assistance. D. Hobart referred to Shirley Ripley.

The public hearing ended at 12:00 P.M.

**Tri-County Office on Aging**  
**Public Hearing Summary Area Plan Fiscal Years 2010 – 2012**

Wednesday, May 20, 2009 12:30 P.M.  
Clinton County Senior Drop-In Center  
201 E. Walker, St. Johns, MI

Donna Hobart began the public hearing at 12:30 p.m. There were eighteen individuals in attendance: sixteen from the general public, one TCOA student intern, and one staff.

D. Hobart talked about the funded services. D. Hobart mentioned Tri-County Office on Aging (TCOA) contracts with CACS and Pauline Bart is the person to call if you have any questions you need answered. D. Hobart mentioned the plan did not reflect the recent funding cuts of 17% this year and 15% next year. D. Hobart said there will be an opportunity at the center for seniors to get a Power of Attorney and Will prepared at no charge. D. Hobart also said people can get help from Legal Services with foreclosures, Will and Power Attorney documents—however, they cannot help anyone charged with a felony.

D. Hobart asked for comments or questions:

Mary Lou Sumner asked, "What is direct purchase of service? Ms. Hobart state it is when a consumer need assistance and a home health care agency who meets the need of the client is selected. There are about 24 home health care agencies in the pool of providers for DPOS. The services are paid for through Federal, state and local dollars with a cost-share by the consumers who have resources. Adult Day Care also has a cost-share. There are 290 people on the waiting list for basic in-home care. D. Hobart then explained Project Choices and the Nursing Home Diversion program.

Helen McColvick asked if Medicare will pay for more than one month when someone goes into the nursing home. H. McColvick thought they paid for more than one month. D. Hobart stated they usually pay for about 30 days in a nursing home and occasionally more.

Eloise Taylor asked, "Do you ever think senior centers will get money back to pay the Directors?"

D. Hobart said, "I don't think so because of the Michigan's budget."

Billie said the Meals on Wheels in California were not very good. Billie said the food here was very good—it's colorful and appetizing. D. Hobart said they can provide special diets too—such as diabetic, low sodium, and mechanically adjusted. H. McColvick said the Tuesday, Wednesday, and Friday lunches are very good.

Billie asked, "Why doesn't the senior center have any activities on the weekend?" D. Hobart said, she thought it probably is because of the costs to keep them open on the weekend. Joanne Sullivan said they are doing some strategic planning regarding that issue. Cary mentioned Joanne does open the center on the holidays, so people can have somewhere to go.

E. Taylor said if seniors would come and see what the senior center has to offer including the good, low cost meal, they would start attending. J. Sullivan said they are seeing an increase in attendance at their center.

D. Hobart said this is a challenging time. Then she noted that TCOA does MOW directly and not through an annual contractor.



Margie Houseman from ALFA Adult Day Care said they contract with MOW. D. Hobart said. "The current kitchen was built twelve years ago." Sparrow and other caterers were not interested in the contract to prepare the meals--do not make money--just break even.

D. Hobart told everyone the Older Michiganians Day is scheduled for June 24, 2009 from 10 a.m. until 2 p.m. Anyone interested in attending can let Joanne know.

M. Houseman said the SAAVY Caregiver class that has been taught at ALFA has been very well accepted. One caregiver came from St. Johns has taken the class.

Dorothy Day asked, "What agency in Shiawassee should be contacted to start getting MOW?" D. Hobart said to call the elder locator, and they can help with that information on other areas or call her at the office.

The public hearing ended at 1:05 A.M.



## Health for Life Consulting, Inc.

6916 Kingdon Ave.

Holt, MI 48842

517-699-1864


email: jsbraatz@comcast.net

May 18, 2009

Dear Tri-County Office on Aging,

I regret I am not able to make any of the public hearing and would like the following comments read (or select a few).

Thank you,

Jane Braatz 

Health For Life Consulting, Inc.

I recommend the Tri-County Office on Aging continue to support the Disease Prevention/Health Promotion programs. I have worked with seniors for the past thirteen years and have seen the improvement in their strength, flexibility, balance and self-efficacy. In the past year, the switch to evidence-based programs has added additional health benefits and I would like to paraphrase some of the comments I have received.

### **Matter of Balance Class:** (fall prevention class)

- I am having my bike repaired so I can enjoy riding it again. I believe I walk more confidently. Less afraid I will fall.
- I can get up off the floor.
- I have learned to walk heel-to-toe and got rid of the old people's shuffle.
- I can get out of a chair without arms.

### **EnhanceFitness** (exercise class)

- I wasn't sure about the ankle weights but they really did improve my leg strength.
- I went to the Doctor. I have lost some weight but more important my blood pressure is down and I feel better. My doctor is happy and I am happy.
- My doctor is thrilled that we (husband and wife) are participating in an exercise program.
- These strength exercises must be helping. I was able to pick up my pudgy grandchild the other day and usually I struggle but it was easy.
- I shoveled snow the other day and I was not winded.
- At first I could not stand on one foot for 10 seconds. I made it to 30 seconds today.

### **PATH** (self-management class for people with ongoing health conditions or caregivers of someone with an ongoing health condition)

- I finally got my act together. I knew what I should do but wasn't doing it. The action plans helped me start doing what I needed to do.
- Thank you for this class, it made me see I needed to do things for myself.
- From a daughter of a participant; "This class has made such a difference in mother's attitude. Thank you."

## C. Evaluation of Unmet Need

Evaluation of unmet was completed in three ways the first being various focus group responses. The second a small needs assessment survey with Senior Companions, RSVP. The last part of evaluation of unmet needs is data from the Capital Area Community Health Assessment (CHA). Office of Planning and Special Services, Ingham County Health Department. Each of these three components will be presented in the following sections.

During the focus group sessions attendees were provided three medium sized pieces of paper each of four colors. each to respond to one of four questions. The TCOA facilitator read the question at least two time asking attendees to write three responses one on each piece of a particular color of paper. The responses were collected and they were placed on a large piece of white paper and then read. Participants were asked to discuss the responses.

There were five focus groups held with 135 older adults participating. As seen in the following chart, of the participants 8 or 5.9% were African American; 1 or .7% Native American and 2 or 1.5% Hispanic. Most of the participants were sixty years of age or older. Only 1 person other than Advisory Council members were under sixty years of age. Of the Advisory Council members were younger but represent agencies that provide services to or advocate for older adults.

### Focus Session Participants

<i>Total Respondents</i>	<i>African American</i>	<i>Native American</i>	<i>Asian</i>	<i>Hispanic</i>
135	8	1	0	2
	5.9%	0.7%	0.0%	1.5%

The first question asked was what older adults worry about most. The following table is groupings of the responses into like categories. Over 36% indicated something to do with money or finances and the third most mentioned area of worry was heating or heating costs (10.4%) which relates to finances. Health care was mentioned 16.3%. Transportation and falling/incapacitated were both noted 5.2% of the time. Other groupings that were related to money or costs were food/eating and prescription drugs.

What do older adults worry about most?	Responses	Percent
Money/finance/\$ for everyday expenses/bills (rent)/outlive money/economy/ social security/health insurance/health costs	44	32.6%
Health/medical/medical care acute/care	22	16.3%
Heating/heating costs	14	10.4%
Transportation to necessary appointments/ transportation/rides where ever/not being able to drive	7	5.2%
Falling & incapacitation/getting hurt	7	5.2%
Staying independent/independence/privacy	7	5.2%
Food monthly or daily cost of eating	6	4.4%
prescription drugs	6	4.4%
family/loss of child/family burden	5	3.7%
Depression/loss/loneliness/not feeling useful & Leaving their home/living arrangements	4 responses for each	3.0%
Dying, place to exercise, flood/disaster, safety, & scams	2 responses for each	1.5%
Police protection, home repair, code compliance & pet	1 responses for each	0.7%

Of the responses for 'What type of assistance/help is most important to older adults', 20 or 14.8% mentioned something in relationship to help staying at home. Also fixing things in the home was state 9.6% of the time. A statement regarding transportation was noted 16 or 11.9%. The first four groupings of responses all relate to have something to do help to stay or maintain a home.

What type of assistance/help is most important to older adults?	Responses	Percent
S for transportation/transportation/getting to stores doc appointments	16	11.9%
help to stay at their own homes/in home assistance/help with care in home (meals, errands). Meals-On-Wheels/meals/food prep/food service	20	14.8%
fixing things around the house/small repairs/yard work/community tools	13	9.6%
assistance with heating/utilities/buying groceries	9	6.7%
financial advice/assistance understanding income or insurances (taxes, etc)/financial management/when spouse died	6	4.4%
local/community services/senior centers	5	3.7%
value of home; help paying for prescriptions; family/friends/companionship/being listened to	4 responses for each	3.0%
health prevention/health/health information	3	2.2%
Mobility; linking to services	2 responses for each	1.5%
visiting medical/health care; respite for families; personal protection; getting Alzheimer's; being checked on	1 responses for each	0.7%

Who would an older adult call for needed information or assistance?	Response	Percent
family member/neighbor/caregiver	35	25.9%
TCOA or county assistance	24	17.8%
agency they are familiar with/agency/local aid agencies/hospital	11	8.1%
211	10	7.4%
church/pastor	8	5.9%
local senior center	7	5.2%
most don't know	7	5.2%
city, government	4	3.0%
doctor; police, 911	3 responses for each	2.2%
building manager; library; prays	1 responses for each	0.7%

Asking family member or friends was the most common response to who would an older adult call to find information or assistance. TCOA, other community agencies and 211 are places when older adults would call. Church or faith community and senior centers are also likely places for older adults to look to for information.

The last question referred to TCOA and program development. Some areas mentioned where TCOA focus on were adult day care, meals and utility assistance. Some of these issues mentioned TCOA has worked on before, such as adult day care; and at present we are working with the West Side of Lansing to promote the Senior Dining Sites and physical fitness classes.

Adult day care

## Working with young people and older adults together

Planned outings/local events/groups to share stories

Referral help line/easier way for individuals to contact aid agencies/

Programs to inform where people can get help/more information dispersed/ resource book/more outreach & publicity/increased media coverage

Health insurance assistance

Utility assistance/financial aid

### Financial info sessions

Mental health counseling for homebound that don't have \$ to co-pay or for the service

Transportation for rural consumers that can't transfer bus to bus/cross county transportation

Work on lowering OBRA budget as it relates to the point of entry

Shorter process for Project Choices services to begin/no waiting list for PC

Emergency assistance with medications (costs)

Increased communication with physicians

Tax assistance

### Keeping elders in their home/home repairs

Caregiver coping skills

Help with grant writing for Hill toppers, RSVP & Senior Companion

Programs that remove non poverty level working seniors who are above poverty level/helping seniors above poverty level with transportation, heating & such

### Volunteerism in different areas

Use of plain/regular English

Why does everyone assume you have a computer

Phones when trying to call with all the different recordings - Spectran

assistance filling out forms for gov't, medical, etc

housing

snow removal

financial assistance to local senior centers

police

opening packages

home security

kids in street

good service at stores

[illegible]

The second part of the unmet needs assessment is a survey completed by thirty-four Senior Companions, a group of older adults who are lower income and receive a stipend to volunteer. The program has volunteers from and works in Clinton, Eaton and Ingham counties. These individuals spend time with other older adults who have physical and/or mental health limitations. Their role is to be a companion, friend, and motivator. Community agencies who participate identify the older adults who need attention and work with the Senior Companion Program to mate the volunteers. Even though the sample size was small the data provides additional information obtained at the focus sessions.

Different races were well represented from this group with representation being African American (13.2%), Asian/Pacific Islander (2.6%), Native American and Hispanic (5.3% each) and Caucasian (68.4%). Most of the respondents were between the age of 61-75 (61.1%) and 36.1% being 76 years of age or older. There were no respondents between 55 and 60 years of age and one person 55 years of age.

Most of these persons did not need help with the categories in the survey. The greatest area where person had help was paperwork i.e. insurance (25.7%); home repair (25%); and raking, shoveling and mowing (24.2%). The greatest areas where help was needed were the same paperwork (14.3%); home repair (12.5 %%%); and raking, shoveling and mowing (12.1%).

TCOA was interested where individuals depend on for information, respondents were asked to check no more than 3 options. TCOA and family both received 17 responses or 35.4%. TCOA has made outreach presentations to this group so it was expected that the agency would have a large response. Capital Area Community Services (27.1%) and other agencies (29.2%) received a large number of checks. Faith communities only received 12.5%.

It is difficult to rank services because all services provided through the TCOA are important when assistance is needed. Also, a service not needed by a large number of seniors could be very important in maintaining the health and independence of a lesser number of individuals. An example is an older adults needing legal assistance to become eligible for a public benefit. The income and/or medical coverage available through public assistance programs helps the older adult buy food and/or obtain needed health care, helping to avoid or delay more costly institutional care and/or acute illness. Another issue of concern is what assistance is already available, or has the potential to be available from other resources in the community. Home repair maintenance is an example of this. Rebuilding Together assists about 22 - 25 older adult homeowners annually in repairing and maintaining their home. I&A and outreach are very important services to reach individual in need of assistance.

Federal and State funding also have target and category funding such as State Escheat funds, Title Federal Title 3E which must be used for a form of respite. A certain percent of Federal funds must be used for specific services such as in-home services and legal assistance. Purchase of service for in-home services for older adults through Case Coordination, Independent Living Consultant and Care Management allow for more flexibility and availability of choice and service options for older adults. These and other requirements and/or direction also contribute to a list of priority services.

The following table is a summary of the Survey Results.

# Survey Results Clinton, Eaton & Ingham Counties

FY 2009

County	Clinton	% response	Eaton	% response	Ingham	% response	TOTAL
	1	2.9%	5	14.7%	28	82.4%	34
Race	African Am	Asian/P Island	Hispanic	Native Am	Caucasian	Other	TOTAL
Percent of Responses	5 13.2%	1 2.6%	2 5.3%	2 5.3%	26 68.4%	0 0.0%	38 100.0%
Age	55-60	61-75	76+	under 55	TOTAL		
Percent of Responses	0 0.0%	22 61.1%	13 36.1%	1 2.8%	36 100.0%		
Do you have or need help with any of the following:	don't need	% response	have help	% response	need help	% response	TOTAL
bathing, washing hair	34	91.9%	2	5.4%	1	2.7%	37
fixing meals	23	88.5%	2	7.7%	1	3.8%	26
shopping for food	30	88.2%	3	8.8%	1	2.9%	34
transportation to bank, grocery, church	24	85.7%	2	7.1%	2	7.1%	28
transportation to doctor	31	86.1%	3	8.3%	2	5.6%	36
paying food/household bills	29	85.3%	3	8.8%	2	5.9%	34
housework	28	80.0%	2	5.7%	5	14.3%	35
raking, shoveling, mowing	21	63.6%	8	24.2%	4	12.1%	33
home repair	20	62.5%	8	25.0%	4	12.5%	32
paperwork i.e. insurance	21	60.0%	9	25.7%	5	14.3%	35
paying for prescriptions	20	71.4%	5	17.9%	3	10.7%	28
If I need information I would call: (check no more than 3)	church	senior center	neighbor/friend	city/towns	hospital	Capital Area Community Services	
	6 12.5%	0	11 22.9%	1 2.1%	0 0.0%	13 27.1%	
	TCOA	family	211	don't know	Refugee Serve	Other Agency	
	17 35.4%	17 35.4%	0 0.0%	0 0.0%	0 0.0%	14 29.2%	TOTAL 48
From the following list check each your top 4 concerns:	crime by home	personal injury/fall	person health	fraud/scam	wellness/exercise	pay utilities	drive/trans
	4 4.2%	19 20.0%	13 13.7%	5 5.3%	7 7.4%	5 5.3%	5 5.3%
	finance exploitation	cost of food	medical \$	staying at home	other		TOTAL
	3 3.2%	13 13.7%	13 13.7%	6 6.3%	2 2.1%		95

The last section of Evaluation of Unmet Needs is data the Long-Term Care Collaborative will be using to develop indicators of well-being for the Power of We: Well-Being of the Capital Area Community. At this time there are no indicators specifically related to older adults. The Collaborative will also be collecting nursing occupancy information. From this point on the Community Health Assessment including residents of Clinton, Eaton and Ingham counties will have added number of responses to increase confidence intervals. The Office of Planning and Special Services, Ingham County Health Department manages the assessment and analysis of collected data.

Chart 1 is the General Health Status with age breakouts. The next 3 tables are Physical and Mental Health Status in the Past Month; and Days Impacted by Physical and Mental Health Status. The next two tables asked specifically about Hypertension and Diabetes. Leisure-Time Physical Activity; and Fruit and Vegetable Consumption are the last two tables that follow. This data will be looked at annually and there will be comparison over time.

Older adult reported less often that their General Health Status was 'Excellent' or 'Very Good', especially those persons 75 years old and older. Physical Health Status was more often 'Not Good' for that age group. Mental Health Status was reported 'Good' more for persons 65 years of age or older than all adults with the 65 - 74 year olds most frequently reporting 'Good'. Adults 55 year old or older indicated more 'Days Impacted by Physical or Mental health Status' than the general age group.

As adults became older they reported more 'Hypertension' and 'Diabetes'. Adults between 55-64 years of age had the same percent of 'Leisure-Time Physical Activity' with decreases in the older adults. The last table asks about 'Fruit and Vegetable Consumption' showing that adults 75 years of age and older have fewer than five servings of vegetable or fruits per day.



Table 1. General Health Status, 2006 Capital Area BRF&amp;SC Survey

	Excellent	Very Good	Good	Fair	Poor
all adults	22.5% (20.2%-24.7%)	37.4% (34.8%-40.1%)	26.3% (24.0%-28.6%)	8.9% (7.6%-10.2%)	4.9% (3.2%-6.6%)
adults 55+ years old	14.7% (12.5%-16.9%)	30.1% (27.4%-32.8%)	33.7% (30.9%-36.5%)	14.1% (12.1%-16.1%)	7.4% (5.9%-8.9%)
Age					
55-64 years old	18.6% (15.1%-22.0%)	33.9% (29.8%-38.1%)	28.8% (24.8%-32.8%)	11.9% (9.1%-14.8%)	6.8% (4.6%-9.0%)
65-74 years old	17.2% (12.4%-22.0%)	28.5% (23.1%-33.8%)	38.5% (32.7%-44.3%)	10.9% (7.5%-14.3%)	4.9% (2.5%-7.2%)
75+ years old	6.3% (3.5%-9.0%)	25.3% (20.4%-30.1%)	36.1% (30.8%-41.3%)	21.3% (16.9%-25.7%)	11.2% (7.8%-14.6%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##. ##%-##. ##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

Table 2. Physical Health Status in the Past Month, 2006 Capital Area BRF&amp;SC Survey

		Good		Not Good
all adults	89.9%	(87.4%-90.5%)	11.0%	(9.5%-12.6%)
adults 55+ years old	82.4%	(80.1%-84.7%)	17.6%	(15.3%-19.9%)
Age				
55-64 years old	82.4%	(79.0%-85.8%)	17.6%	(14.2%-21.0%)
65-74 years old	84.2%	(79.9%-88.6%)	15.8%	(11.4%-20.1%)
75+ years old	79.9%	(75.3%-84.4%)	20.1%	(15.6%-24.7%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

Table 1. Mental Health Status in the Past Month, 2006 Capital Area BRF&amp;SC Survey

		Good		Not Good
all adults	89.2%	(87.2%-91.3%)	10.8%	(8.7%-12.8%)
adults 55+ years old	92.4%	(90.8%-93.9%)	7.6%	(6.1%-9.2%)
Age				
55-64 years old	90.2%	(87.6%-92.8%)	9.8%	(7.2%-12.4%)
65-74 years old	96.0%	(93.9%-98.0%)	4.0%	(2.0%-6.1%)
75+ years old	92.0%	(89.0%-95.0%)	8.0%	(5.0%-11.0%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

Table 3. Days impacted physical or mental health status, 2006 Capital Area BRF&amp;SC Survey

		No days
all adults	30.5%	(27.7%-33.4%)
adults 55+ years old	20.6%	(18.2%-23.0%)
Age		
55-64 years old	21.4%	(17.8%-25.0%)
65-74 years old	21.9%	(17.1%-26.8%)
75+ years old	18.5%	(14.3%-22.6%)

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

\*for persons who indicated having at least one day in the past thirty during which poor physical or mental health kept the person from doing their usual activities, (such as shopping, work, or recreation)

Table 4. Self-reported Hypertension Status, 2006 Capital Area BRF&amp;SC Survey

	Hypertensive		Not Hypertensive	
all adults	23.4%	(21.4%-25.3%)	74.5%	(72.4%-76.5%)
adults 55+ years old	48.1%	(45.1%-51.1%)	50.5%	(47.5%-53.4%)
Age				
55-64 years old	40.9%	(36.7%-45.2%)	57.4%	(53.1%-61.7%)
65-74 years old	47.0%	(41.1%-52.9%)	52.4%	(46.5%-52.9%)
75+ years old	59.4%	(54.0%-64.8%)	38.6%	(33.2%-43.9%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

Table 5. Self-reported Diabetes Status, 2006 Capital Area BRF&amp;SC Survey

	Diabetic*	
all adults	8.9%	(7.8%-10.0%)
adults 55+ years old	19.4%	(17.1%-21.7%)
Age		
55-64 years old	17.2%	(13.9%-20.5%)
65-74 years old	22.1%	(17.4%-26.8%)
75+ years old	20.3%	(16.0%-24.6%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

\*excludes pre-diabetes and gestational diabetes.

Table 6. Leisure-Time Physical Activity, 2006 Capital Area BRF&amp;SC Survey

	Participate in Leisure-Time Physical Activity		No Leisure-Time Physical Activity	
all adults	72.0%	(69.5%-74.5%)	28.0%	(25.5%-30.5%)
adults 55+ years old	66.5%	(63.7%-69.3%)	33.5%	(30.7%-36.3%)
Age				
55-64 years old	72.1%	(68.2%-76.0%)	27.9%	(24.0%-31.8%)
65-74 years old	66.3%	(60.7%-71.8%)	33.7%	(28.2%-39.3%)
75+ years old	59.0%	(53.6%-64.3%)	41.0%	(35.7%-46.4%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

Table 1. Fruit and Vegetable Consumption, 2006 Capital Area BRF&amp;SC Survey

	<5 servings of vegetables or fruits per day		≥5 servings of vegetables or fruits per day	
all adults	82.6%	(80.7%-84.5%)	17.4%	(15.5%-19.3%)
adults 55+ years old	77.9%	(75.3%-80.5%)	22.1%	(19.5%-24.7%)
Age				
55-64 years old	75.2%	(71.3%-79.1%)	24.8%	(20.9%-28.7%)
65-74 years old	75.6%	(70.2%-81.1%)	24.4%	(18.9%-29.8%)
75+ years old	84.7%	(80.6%-88.7%)	15.3%	(11.3%-19.4%)

2006 Capital Area BRF&amp;SC Survey

NOTE: the confidence intervals (formatted as '(##.##%-##.##%)') represented for each statistic are 90% confidence intervals and not 95% confidence intervals.

### III.D. AVAILABLE RESOURCES & PARTNERSHIPS

The TCOA is also the Tri-County Aging Consortium comprised of Clinton, Eaton and Ingham counties; and the cities of Lansing and East Lansing. There is no senior millage in Region 6. Each consortium member contributes funds based on the portion of the sixty and older population in their area. These funds are used for administration of the agency. These municipalities also contribute to Meals-On-Wheels, again based on population. The partnership with these units of government is beneficial in many ways. First, the County Commissions and City Councils have the responsibility of oversight of agency operations through appointments to the Administrative Board. The Board is kept abreast of issues relating to seniors and long-term care. The Consortium members also appoint seniors from their jurisdictions to sit on the TCOA Advisory Council. The Administrative Board appoints agency representatives that sit on the Advisory Council. This group is also kept informed of issues and often advocates on behalf of seniors.

The TCOA fundraisers help support in-home services. The Friends For Life (FFL) Coordinating Council is the fundraising arm of the agency and oversees all fundraising activities. Membership on the Council consists of area business and community leaders and a liaison from the Administrative Board. There are also two committees, Golf and Auction that meet on a monthly basis to plan the events. Many other individuals and businesses contribute in support of in-home services. For Fiscal Year 2008, \$1405,500 was allocated for services as a result of the partnerships established in the community.

Each county in the services area has a Human Services Collaboration that TCOA participates in. Other participating agencies include, but are not limited to, Department of Human Services (DHS), Community Mental Health, Public Health, County Extension Offices, Capital Area Community Services, Capital Area United Way, and local units of governments. The intent of these alliances is to plan and improve human services for each county. This is done through information sharing, joint projects, partnerships in grant applications, etc.

TCOA is spearheading the Tri-County Long Term Care Collaborative. The purpose of this group is to enhance the delivery of long-term care by:

- improving both the efficiency and the quality of long term care
- increasing consumer choice of long term care options
- improving public information about long term care
- improving access to long term care

Agencies who have formally become members of this Collaborative include Community Mental Health, DHS, Center for Independent Living, Ingham County Medical Care Facility, Lansing Community College, Sparrow Health System, Paraprofessional Healthcare Institute and home health care agencies.

At a statewide level TCOA is a member of the Long Term Care Coalition. This group was formed to advocate the MI Choice program. Other Coalition members include Area Agencies on Aging, public health departments, mental health agencies, private individuals, colleges and universities.

The TCOA Executive Director has been actively involved in various committees at the state level and will continue to do so. These committees have included the Michigan AARP Long Term Care Stakeholder Workgroup and the various State's LTC Taskforce Sub Committees. Their goal is to develop and advocate for state long-term care policies that provide choice and options to potential recipients.

#### IV. E SERVICE DELIVERY PLAN & TARGETING

##### SERVICE DELIVERY PLAN FOR TARGETING

Fiscal Years: 2010-2012

##### Tri-County Office on Aging

Baseline Data		African American	Native American/ Native Alaskan	Asian/ Pacific Islander	Hispanic	Low-income Minority	Low-income
<u>Source:</u> Year-end report for FY '08 <i>Indicate the number served by group &amp; the percentage of that group's 60+ population that the number represents.</i>							
Supportive Services	Number Served	1342	87	110	1112	1854	7795
	Percentage	7.3%	.5%	.6%	6.0%	69.9%	42.2%
Congregate Nutrition	Number Served	101	12	7	86	Not Available	371
	Percentage	3.7%	10.2%	1.1%	7.1	Not Available	13.6%
Home Delivered Meals	Number Served	134	1	3	63	Not Available	552
	Percentage	4.9%	.8%	.5%	5.2%	Not Available	20.2%
Project Choices	Number Served	93	3	5	27	128	598
	Percentage	15.5%	.5%	.8%	4.5%	All Medicaid Eligible	All Medicaid Eligible

##### Desired Outcome(s):

Data that is important to take into consideration regarding targeting of TCOA services is MI Choice, Home & Community Based Waiver, locally known as Project Choices (PC). TCOA also provides Case Coordination & Support and Care Management. These three programs are looked as a continuum of care, allowing consumers to seamlessly move through the system of in-home long-term care. The information for PC is included in the Baseline Data displayed above. As shown PC has very high consumer participation from the African American and Hispanic populations. Even though PC works with adults who are 18 years of age and older about 75-80%, at any given time, are 60 years of age and older.

Reviewing Region 6 Support Services numbers in Fiscal Year 2008, 8.4% of the older adults considered themselves minority and 6.2% Hispanic (2000 Census 59,806 sixty years and older) which is above their percent in the sixty year of age and older population (4.6% and 2% respectively). All minority groups, with the exception of Asian/Pacific Islander, are being served above their percent of the total population in the 60 and older age group.

For congregate and home delivered meals, the percent of minority older adults receiving a meal compared to the total minority 60 and older population is 15% and 6.2 respectively, higher than the 5.9% as it is in the older adult population. Two percent of the aging population in Region 6 indicated they were Hispanic or Latino. The number of Hispanic older individuals who received congregate meals was 7.1% and home delivered meals 5.2%.

Individuals who are sixty years of age and older and have incomes at or below 150% poverty represent 13.5%. The following is the low-income older population serviced through TCOA's support services, 42.2%, congregate, 13.6%, and home delivered meals 20.2%. All PC are Medicaid eligible for MI Choice.

A desired outcome is to maintain the level of support service delivery to older minority and low-income adults during Fiscal Years 2020-2012. Another desired outcome is to increase services to Asian/Pacific Islanders. The meal programs have a desired outcome of maintaining the percent of minority participation for Fiscal Years 2010-2012 and also to increase the percent of Asian/Pacific Islander participation.

TCOA participated in a Refugee Grant a number of years ago and funds allowed us to print brochures in 5 languages other than English. There were also links established with other agencies providing service to the refugee communities, which continue today.

All services are targeted to those clients most in need. Individuals with lower-incomes are seen as a priority for the long waiting list for in-home services (personal care, homemaker and in-home respite). Cost sharing has also been implemented for in-home services and adult day care to help stretch these funds allowing a greater number of individuals to benefit.

Action:

1. TCOA will continue to participate in the Lansing West Side Planning Committee to increase older adult service awareness of faith communities where there is a large membership who are considered minority for FY 2010.
2. TCOA Nutrition Program will investigate opportunities to open a Senior Dining Site in Lansing during FY 2010.
3. TCOA Nutrition Program will provide presentations to three different Greater Lansing area faith communities where there is a large membership of persons considered minority, with at least one having high participation of Asian older adults, each of the years during FY 2010-2012.
4. TCOA will have the annual contractor for physical fitness and medication management provide at a minimum of two programs in areas of Lansing where there is a large number of minority residents through FY 2010-2012.
5. TCOA will meet monthly with Lansing Outreach program's, hosted by Ingham County Health Department, to share information and assure an understanding of community services for older adults and how to make referrals through FY 2010-2012.

## IV. SERVICES

### A. Access Services

#### X Care Management

Starting date: 10/1/2009 Ending date: 9/30/2010

Total of federal dollars: - \$ 0 - Total of state dollars: \$275,011

Geographic area to be served: Clinton, Eaton & Ingham Counties

Work Plan see following.

Number of client pre-screenings 2009 400 Planned 2010 400

Number of initial client assessments 2009 250 Planned 2010 250

Number of initial client care plans 2009 250 Planned 2010 250

Total number of clients (carry over plus new) - 2009 350 Planned 2010 350

Staff to client ratio 2009 45 Planned 2010 45

(Active and maintenance per Full time care manager)

Match and Other Resources

#### MATCH:

Cash \$32,770 Source of Funds Cash Value \$32,770

In-kind Source of Funds Cash Value

OTHER RESOURCES: - \$0 -

<u>Goal &amp; Activities</u>	<u>Time-Line</u>	<u>Outcome</u>
1. Provide care management services to a minimum of 350 clients.		1. A minimum of 350 individuals will be able to remain in their home.
A. Conduct a minimum of 250 initial assessments.	A. October 09-September 10	
B. Develop a minimum of 250 care plans.	B. October 09-September 10	2. There will be a seamless system for older adults going from Case Coordination & Support to Care Management/ Project Choices.
C. Conduct reassessments every three months on all active clients or every 6 months if a client is on maintenance.	C. October 09-September 10	
D. Arrange and monitor services as needed.	D. October 09-September 10	
E. Conduct monthly monitoring phone calls to the client.	E. October 09-September 10	
F. Transition care management clients who are eligible for MI Choice into the program as funding allows.	F. October 09-September 10	
G. Comply with all minimum standards and quality assurance.	G. October 09-September 10	

#### X Case Coordination and Support

Starting date: 10/1/2009

Ending date: 9/30/2010

Total of federal dollars \$24,797

Total of state dollars \$ 5,779

Geographic area to be served: Clinton, Eaton & Ingham Counties.



### Case Coordination Work plan:

Goals and Activities	Time-Line	Outcome
1. Provide case coordination services to a minimum of 70 clients in Region 6. 1A. Conduct assessment for all new clients and reassessments every 6 months a minimum of 70 clients. 1B. Secure and monitor appropriate in-home services 1C. Refer clients to other services as needed 1D. Adhere to all minimum standards.	1A. October 09 - September 10 1B. October 09- September 10 1C. October 08 - September 09 1D. October 09 - September 10	<i>1. Individuals not eligible for the Home &amp; Community Based Waiver (Project Choices) will have assessments and services to assist them to remain in their home.</i>  <i>2. There will be a seamless system for older adults going from Case Coordination &amp; Support to Care Management/ Project Choices.</i>

### ☐ Disaster Advocacy & Outreach Program

Starting date    Ending date    Total of federal dollars    Total of state dollars

Geographic area to be served

Work plan including activities and expected outcomes

List each goal for the Disaster Advocacy & Outreach Program, including time line and expected outcome.

### X Information and Assistance (I&A)

Starting date: 10/1/2009 Ending date: 9/30/2010

Total of federal dollars: \$120,900 Total of state dollars - \$0 -

Geographic area to be served: Clinton, Eaton & Ingham Counties

Goals and Activities	Time-Line	Outcome
1. Provide I&A services to a minimum of 7000 older adults, family members or community members. 1A. Secure signed contracts for general I&A services that were selected through a Request for Proposal Process. 1B. Monitor I&A contracts for compliance including person centered thinking. 1C. Monitor number of individuals assisted through I&A including individuals who are considered minority. 2. Provide Caregiver I&A services to a minimum of 175 caregivers. 2A. Provide Caregiver I&A services directly at TCOA. 1C. Refer Caregivers to identified services through person centered thinking, s as identified.	1A. October 09 1B. October 09- September 10 1C. October 08 - September 09 2A. October 09 - September 10 2B. October 09 - September 10	<i>1. There will be a more informed population through I&amp;A services available in Clinton, Eaton and Ingham counties.</i> <i>2. Caregivers will seek needed assistance reducing the stress of their caregiving role.</i>

1D. Adhere to all I&A minimum standards.	2C. October 09 - September 10		
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### X Outreach

Starting date: 10/1/2009 Ending date: 09/30/2010

Total of federal dollars: - \$0 - Total of state dollars: \$26,000

Geographic area to be served: Clinton, Eaton & Ingham Counties

Goals and Activities	Time-Line	Outcome
<p>1. Provide outreach services to a minimum of 500 individuals sixty years of age and older living in Clinton, Eaton and Ingham counties.</p> <p>A. Provide a minimum of 15 presentations to senior, caregiver and/or community groups regarding services to a minimum of 300 individuals.</p> <p>B. Identify and link at a minimum 22 seniors who need home repair and/or chore and qualify for Rebuilding Together and/or other like programs, includes follow-up.</p> <p>C. Participate in a minimum of 10 planning meeting regarding Disaster Preparedness including 'A Cool Thing To Do' (heat warning for seniors).</p> <p>D. Recruit, train, schedule and provide support for Crisis Services 15 volunteers who respond to 200 calls from seniors or family members.</p> <p>E. Participate in a minimum of 5 health &amp; information fairs in the community to a minimum of 200 individuals.</p>	<p>1A. October 09 - September 10</p> <p>1B. October 09- September 10</p> <p>1C. October 08- September 09</p> <p>1D. October 09- September 10</p>	<p>1. Older adults, family members, agencies that assist older adults and individuals in the community will be aware of resources to call for assistance.</p> <p>2. TCOA and older adults will be more prepared in case of an emergency or disaster.</p> <p>3. Older adults who receive assistance from Rebuilding together will have a safer home to live in.</p> <p>4. Older adults will have the assistance paying for their utility bills through the Crisis Program.</p>

☐ Transportation (For MATF only)

Starting date: Ending date

Total of federal dollars

Total of state dollars

Geographic area to be served

Work plan including activities and expected outcomes

List each goal for the Transportation, including time line and expected outcome.

## **B. In-Home Services**

TCOA is proposing to fund the following in-home services:

- Home-Delivered Meals
- Personal Care/Home Health Aide
- Homemaker
- In-Home Respite
- Volunteer Respite
- Out of Home Respite
- Over Night Respite

A purchase of service (POS) system of in-home services is established in Clinton, Eaton and Ingham Counties. POS includes all of the above services, with the exception of Volunteer Respite and Home Delivered Meals. There are waiting lists for all in-home services with exception of home delivered meals in all parts of Region 6. All in-home services are available for the TCOA's entire service area of Clinton, Eaton and Ingham Counties.

In order to accomplish the goal of DPOS, TCOA will provide case coordination for clients needing in-home service who do not have a Care Manager. This system will render a better continuum of care for seniors needing in-home service and will better coordinate with and provide access to Project Choices.

The greatest barrier to all of these services is the lack of funding to provide assistance to the growing population of older adults especially those 80 years of age and older. Improvement is also needed in providing information regarding where seniors and/or caregivers can call for assistance. With TCOA providing I&A, outreach, case coordination, care management and Project Choices, there will be a one-stop-shopping approach so access will be easier for seniors and caregivers. Volunteer Respite is provided through annual contract(s). Home Delivered Meals is provided by TCOA with the approval of a waiver since 1976.

The anticipated outcome of *in-home services* is that clients will be able to remain at home with the assistance provided, and their environment will be as safe as possible. Maintaining the health of older adults is also expected. A daily nutritious meal may help an individual from a hospital stay; and assistance with a bath maintains a seniors' personal hygiene and prevents a fall.

## **C. Community Services**

- Congregate Meals
- Adult Day-Care (ADC)
- Long-Term Care Ombudsman/Advocacy
- Home Repair
- Health/Fitness and Medication Management
- Prevention of Elder Abuse, Neglect & Exploitation
- Legal
- Independent Living Consultant

Since 1977, when the Michigan Office of Services to the Aging and Ingham County approached Tri-County Office on Aging (TCOA) to provide directly the Nutrition Program, this agency has been providing congregate meals to area elderly citizens. TCOA took over the service when it was just *Congregate Meals* or Senior Dining in the City of Lansing with five seniors having meals delivered to their home. Now the Nutrition Program has 28 Senior Dining Sites located throughout Clinton, Eaton and Ingham Counties. There are area partnerships with many types of organizations where Senior Dining Sites are located including schools, churches, city/township buildings and senior centers.

Over the years TCOA has advertised the availability of the nutrition funds in the paper along with the other request for proposal dollars. No one has ever submitted a proposal other than the Nutrition Program at TCOA. Organizations have requested a review of the minimum standards but never pursued it further. Prior to the beginning of the capital campaign to raise local funds to build a new kitchen another potential contractor was solicited but there was no interest. There appears to be no one in the area interested or capable of administering the nutrition program.

TCOA, during Fiscal Year 2003 started a new program, Senior Dining Card (SDC), which is part of the congregate meal system, and is an alternative to the traditional congregate meal programs. The SDC uses local restaurants to serve participants instead of relying on food delivery to a Dining Site. The advantages of this program include better participant targeting, a variety of food and control over costs with no waste factor.

*Adult Day Care* (ADC) is an integral part of Region 6's effort to provide respite services to those caring for an adult 24 hours per day. The Greater Lansing area has two ADC. One ADC is located in East Lansing and the other on the South end of Lansing. In the past an adult foster care home in Eaton County has accepted a client when they were not full, and provided ADC services to an individual. This continues to be an option but not guaranteed.

*Long Term Care Ombudsman; and Prevention of Elder Abuse, Neglect and Exploitation* are both contracted services with the same agency. LTC Ombudsman has had the same annual contractor for many years and this agency is now the provider for Prevention of Elder Abuse. There is a staff person assigned to this region full time as the LTC Ombudsman. TCOA provides space for the LTC Ombudsman staff person. The staff position for Prevention of Elder Abuse covers five regions and is located in Grand Rapids.

Region 6 allocates *Home repair through DPOS*. DPOS funds can be used to purchase supplies that other community agencies use and provide the labor at no charge, such as Habitat for Humanity. TCOA sits on the Rebuilding Together Board and is involved in outreach for that volunteer service. This program provides a one-day blitz to do home repairs and clean-up. For 2009 22 eligible older adults primarily in Ingham County participated. The program at times extends into Clinton and Eaton counties.

*Legal Service* is provided through Cooley Law School, which developed a Sixty Plus Elderlaw Clinic many years ago. TCOA provides some funding for the service and the College provides professors and students to work with older adults on legal issues. The program has a central office in Lansing and has three outreach sites. Capital Area Community Services provides the outreach sites for Sixty Plus Elderlaw staff and the scheduling of appointments for Clinton, Eaton and Rural Ingham counties.

*Health Fitness and Medication Management* is provided through a sole proprietary business. The individual who operates the business has a PHD in Exercise Physiology with an emphasis on older adults. The individual has also been certified in PATH, Enhanced Fitness and Matter of Balance. There have been train the trainer sessions for these programs. TCOA maintains a lending library of exercise equipment and videos. For Fiscal Year 2009, an Enhanced Fitness program was started at a church on the West side of Lansing and there are 38 individuals who are considered minority older adults participating. In the Spring 2009 TCOA developed a resource guide: Physical Activity Resource Guide for Older Adults. This is in print form and also on the TCOA web-site.

Medication Management is provided through the same agency. Informational and educational sessions are provided to older adults so they can have a better understanding of how to take medication properly and the importance of communicating with their physician(s) about the side effects of the prescriptions and over the counter medication they are taking.

Many *community services*, such as congregate meals, provide a social opportunity for older adults. Other services, including outreach and I&A, are a resource that helps them in the community. TCOA assures that units are provided and standards met through regular reporting and on-site assessments.

#### **D. Nutrition Services**

The TCOA provides congregate and home-delivered meals directly per a waiver from OSA. In 1976 when the nutrition provider was unable to meet the goals the Ingham County Health Department and OSA asked TCOA to take over the program. The Administrative Board and Advisory Council have been committed to the Nutrition Program since then. There are no waiting lists for Meals-On-Wheels (MOW) except for an occasional situation where for a short time a volunteer route in full, usually not more than a few weeks. In those situations a week's supply of frozen meals is offered. Through a very strong network of volunteers, local funding and fundraising activities TCOA is able to provide noon meals to all those who qualify for MOW.

Another success of the TCOA MOW program is the availability of special diets. All meals are low salt. Special diets for chronic illnesses include low fat, diabetic and mechanically adjusted. There is also an optional meal for individuals to choose. Each week an optional meal is listed and for that week a client can select that for one or more days. Fish, pork or chicken is never the optional meal when that entrée is on the menu for that week.

There are 28 Senior Dining Sites in Region 6. These are provided through partnerships with schools, townships, senior centers, faith communities, senior apartment complexes and parks and recreation departments. The numbers of older adults participating in Dining Sites have decreased since the beginning of that service provision in 1976 but have plateaued in the last few years.

The Senior Dine Card is being used within the service area through congregate meals, locally known as Senior Dining. Seniors who qualify for the card; those who have low incomes, are at nutritional risk and are socially isolated, can dine at eight local area restaurants. Most of the restaurants are where there are no Dining Sites and are located in more rural areas. The program is being evaluated on a regular basis. The participants are very pleased with the restaurants and ease swiping a card.

#### **Direct Service Waiver Request**

##### **In-Home Services:**

- ☐ Chore
- ☐ Home Care Assistance
- ☐ Home Injury Control
- ☐ Homemaking
- ☐ Home Health Aide
- ☐ Personal Care
- ☐ Personal Emergency Response System (PERS)
- ☐ Respite Care
- ☐ Friendly reassurance

##### **Nutrition Services:**

- ☒ Congregate Meals
- ☒ Home Delivered Meals
- ☐ Nutrition Counseling
- ☐ Nutrition Education

##### **Community Services:**

- ☐ Adult Day Service
- ☐ Dementia Adult Day Care
- ☐ Disease Prevention/Health Promotion
- ☐ Medication Management
- ☐ Health Screening
- ☐ Assistance to Hearing Impaired and Deaf
- ☐ Home Repair
- ☐ Legal Assistance
- ☐ Long Term Care Ombudsman
- ☐ Senior Center Operations
- ☐ Senior Center Staffing
- ☐ Vision Services
- ☐ Prevention of Elder Abuse, Neglect, and Exploitation
- ☐ Counseling Services
- ☐ Specialized Respite Care
- ☐ Caregiver Supplemental Services
- ☐ Kinship Support Services
- ☐ Caregiver Education, Support and Training

2. TCOA request for a waiver for Congregate & Home Delivered Meals

Starting Date: 10/1/2009

Ending Date: 09/30/2010

Total Federal dollars to be used: \$613,773

Total State dollars to be used: \$388,685

Geographical area to be served: Clinton, Eaton & Ingham Counties

3. For Nutrition Services, Congregate and Home Delivered Meals, there will be a fair and competitive process as described in Standard C-1 "AAA Mission and will include the following

- a Request For Proposal (RFP) created
- a legal notice will be placed in the paper, listing a website, phone number, and physical location where the RFP could be obtained and amount of funding
- an electronic copy of the RFP will be sent to TCOA's field representative
- an email/or written notice was sent to agencies, support groups, service providers and other groups announcing the availability of the RFP
- technical assistance will be provided for those wishing to bid on the RFP
- A process for scoring each RFP is in place and has been approved by the AAA Board
- A review committee will be formed. The review committee will include at least one person who is neither an employee or a volunteer with the agency.
- The RFP is selected based on the criteria requested above.
- If no RFP is received, or if no RFP meets the qualifications, the AAA will document in writing.

## Work plan

Goals and Activities	Planned Time Frame	Accomplishment
<p><b>1. <u>Congregate Meals – Senior Dining Site</u></b></p> <p>Provide a minimum of 85,000 hot, nutritious meals to minimum of 1,900 seniors at Senior Dining Sites</p> <p>A. Prepare, distribute, arrange and oversee the serving of Senior Dining Site meals.</p> <p>B. Provide a minimum of 500 congregate meals through the Senior Dining Card targeting low-income and rural older adults.</p> <p>C. Conduct a minimum of 8 Senior Dining Advisory Council meetings.</p> <p>D. Comply with all minimum standards</p>	<p>1.A. October 10 - September 12</p> <p>1.B. October 10- September 12</p> <p>1.C. October 10- September 12</p> <p>1.D. October 10 - September 12</p>	
<p><b>2. <u>Home Delivered Meals – Meals-On-Wheels</u></b></p> <p>Provide a minimum of 310,000 hot, nutritious meals to homebound to a minimum of 1750 seniors.</p> <p>A. Assess/reassess 1,750 seniors to assure they qualify for MOW.</p> <p>B. For MOW prepare and make a meal available 7 days per week, at least 5 days delivered hot.</p> <p>C. For MOW prepare &amp; make available a cold sack evening meal available 7 days per week.</p> <p>D. Recruit, train and schedule a minimum of 1,800 volunteers to deliver MOW.</p> <p>E. Arrange and distribute a minimum of 2 days of emergency meals for MOW clients identified as needing emergency meal.</p> <p>F. Conduct a minimum of 4 MOW Advisory Council meetings in each of the 4 site areas.</p> <p>G. Comply with all minimum standards.</p>	<p>2A. October 10 - September 12</p> <p>2.B. October 10 - September 12</p> <p>2.C. October 10 - September 12</p> <p>2.D. October 10 - September 12</p> <p>2.E. By November 1, 2010</p> <p>2.F. October 10- September 12</p> <p>2.G. October 10- September 12</p>	

## **V. PROGRAM DEVELOPMENT Part I**

### **A. STATE PLAN GOAL: Work to improve the health and nutrition of older adults.**

**Objective A1:** Increase, by 2%, participation of older adults at Dining Sites in the City of Lansing.

**Time Line:** FY 2010-2012

- Activities:**
- a. Explore opening an addition Dining Site in the City of Lansing.
  - b. Explore additional transportation options to existing Dining Sites in the City of Lansing.
  - c. Increase publicity of Dining Sites in the City of Lansing through faith communities.

**Expected Outcome:** Improved nutrition of older adults living in the City of Lansing.

**Objective A2:** Meet at least twice with the Regional MI on the PATH Coalition; evidence based health programs, to develop a promotional strategy to increase number of participants at local programs.

**Time Line:** 2010-2012

- Activities:**
- a. Meet at least two with Coalition to design promotional strategy and materials.
  - b. Participate in the developed strategy.
  - c. Will identify and work with one area faith community, where there is diversity of membership, in providing an evidence based health program.
  - d. Identify a leader who is a member of the faith community.

**Expected Outcome:** Increased participation of individuals who are minority in evidence based health programs as measured by percent of participation.

**Objective A3:** At a minimum 400 TCOA consumers through Project Choices will be screened using Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors), an evidence based community depression program.

**Time Line:** 2010 - 2012

- Activities:**
- a. Training for all Project Choices' Care Managers in the use of Healthy IDEAS.
  - b. Develop a relationship with local mental health/behavioral health services who the ability to partner to provide additional coaching.
  - c. Screen all Project Choices' consumers using Healthy IDEAS.
  - d. Provide Healthy IDEAS follow-up as designed in the program.

**Expected Outcome:** Decreased depression among Project Choices clients as measured by quarterly indicators.

**Objective A4:** To distribute a minimum 150 Project Fresh vouchers to older adults and/or in Ingham County the Senior Dining Sites.

**Time Line:** 2010 - 2012

- Activities:**
- a. Comply with the requirements of Project Fresh.
  - b. Identify individuals who fit the requirement for the program and distribute voucher.

**Expected Outcome:** Increased intake of fresh fruits and vegetables participating consumers.



**B. STATE PLAN GOAL:** Ensure that older adults have a choice in where they live through increased access to information and services.

**Objective B1:** Establish an on-going Independent Living Consultant (ILC) as an access service in Clinton, Eaton and Ingham counties.

***Time Line:*** 2010- 2012

***Activities:*** a. The ILC will complete a minimum of 100 triggering forms for individuals sixty years of age and older to determine eligibility for a consultation.

- b. The ILC will conduct an initial consultation to develop a person-centered plan (PCP) and at least one follow-up contact for a minimum of 75 older adults.
- c. Provide ongoing contact and support to a minimum of 25 older adults by supporting individual needs and desires as determined through the PCP.
- d. The ILC will conduct outreach through a minimum of 12 speaking engagements with providers, at various meetings and health fairs.
- e. The ILC will use the resources of the long-term care ombudsman to continue outreach with the 14 area nursing homes.
- f. Secure and monitor flexible service options including but not limited to cost-sharing, paying for temporary service, securing donated items, working with consumers to utilize their own funds and support system to meet their needs.
- g. Refer consumers, as appropriate, to other TCOA & community services as determined through PCP.
- h. Work with OSA on developing a minimum standard for ILC.
- i. Work with OSA to amend identified minimum standards to allow flexibility of funds including self-determination and agency of choice.
- j. Work with OSA, as time allows, in program development and trainings.
- k. Incorporate funding for ILC into the agency budget after the Nursing Home Diversion grant has ended.

***Expected Outcome:*** Independent Living Consultant will be an ongoing service provided in Region 6 with older adults, regardless of income, having an opportunity to understand their long-term care and to utilize their own funds for service in the community to delay NH.

**Objective B2:** Provide a minimum 1000 pocket size resource cards helping individuals identify themselves as caregivers and providing 6-8 primary phone numbers of essential community services for caregivers.

***Time Line:*** 2010-2012

- Activities:***
- a. Establish a small group of agencies and consumers to develop a pocket size resource card.
  - b. Identify a partner for printing the card at no cost.
  - c. The group will develop distribution plan for the cards in Clinton, Eaton and Ingham counties.

***Expected Outcome:*** Individuals will be more aware of their role as a caregiver and access community services.

**Objective B3:** Develop a system of identifying and transitioning eligible adults from nursing homes or their own homes into licensed residential settings (adult foster care (AFC) and home for the aged (HFA)).

***Time Line:*** 2010-2012

***Activities:*** a. Employ one Transition Specialist to do outreach, initial screening of individuals, and coordinate transition of eligible adults into an AFC or HFA.  
b. Establish an internal work group to develop procedure for outreach, identification and transition of eligible adults to licensed assisted living settings.  
c. Participate in Michigan Department of Community Health, MI Choice Waiver meetings and trainings to develop policy and protocol to transition adults into licensed assisted living settings.  
d. Develop funding for these staff positions after grant funds are expended.

***Expected Outcome:*** Older adults will have greater choice in where they live through increased access to information and services.

**Objective B4:** Provide an awareness and educational Safety Fair on assistive technology to 20 consumers of long-term care and/or caregivers, and 30 providers of long-term care services including discharge planners, occupational therapist, nurses and social workers.

***Time Line:*** 2010-2012

***Activities:*** a. Support consumer's taking a lead role in the planning of the event.  
b. Partner with other agencies/organizations such as Capital Area Center for Independent Living and consumers to form a planning committee; coming together at least 4 times to plan the session.  
c. Identify vendors and products to highlight during the session.  
d. Develop and distribute print materials with follow-up phone or personal invitations to identified agencies/organizations.  
e. Provide the session and conduct a satisfaction survey for attendees.  
f. Hold a follow-up meeting to decide if and when there should be additional sessions provided in the community on safety devices.

***Expected Outcome:*** Consumers of long-term care will be safer in their living environment through increased awareness and education of assistive technology devices; and professional staff will be aware of safety devices and assistive technology that enhances consumer safety.

**C. STATE PLAN GOAL: Protect older adults from abuse and exploitation.**

**Objective C1:** Partner with TRAID to provide at least two sessions of SAFE (Stop Adult Financial Exploitation) with two financial institutions.

***Time Line:*** 2010-2012

***Activities:*** a. Obtain commitment from TRAID to partner with TCOA to provide SAFE.  
b. Arrange with two financial institutions to provide training at each of their locations for SAFE.  
c. Provide the SAFE training to at least two financial institutions.

***Expected Outcome:*** Increased awareness of financial institution staff of financial 4 exploitation.

**Objective C2:** Partner with RSVP in providing peer prevention players to raise awareness in recognizing cons. scams and crime that victimize older adults at two Dining Sites in senior apartment complexes.

**Time Line:** 2010-2012

**Activities:** a. Identify two senior apartment complexes that are also Senior Dining Sites in Lansing to participate.  
b. One coordination meeting with RSVP and TCOA to establish date and times and promotional materials to facilitate presentations.  
c. Facilitate the peer prevention players at each complex and provide resource information.

**Expected Outcome:** Reduction of older adult victims in at least two senior complexes through awareness heightened of cons and scams.

**Objective C3:** Provide a 'You Can Be Safe' flyer/brochure to a minimum of 2500 older adults and 1700 volunteers in Clinton, Eaton and Ingham counties.

**Time Line:** 2010 - 2011

**Activities:** a. Edit Project Choices' 'You Can Be Safe' materials to be a stand alone flyer/brochure.  
b. Print a minimum of 4000 'You Can Be Safe' flyer/brochure.  
c. Distribute information to all MOW clients  
d. Present information at a Dining Site Coordinator's meeting.  
e. Distribute information to all Dining Site Participants.  
f. Include information in MOW volunteer newsletter once during FY 2010.  
h. Include information on TCOA web-site.

**Expected Outcome:** Older adults in the region will be less at risk for abuse because of increased awareness.

**D. STATE PLAN GOAL:** Improve the effectiveness, efficiency and quality of services provided through the Michigan Aging Network and its partners.

**Objective D1:** Increase nutritional options for Meals-On-Wheels (MOW) participants wanting to control their carbohydrate and fat intake.

**Time Line:** FY 2010-2012

**Activities:** a. Create a Meals-On-Wheels Low Fat & Carbohydrate combined meal pattern, eliminating the need for separate Diabetic and low-fat meals.  
b. Provide this meal pattern option to all older adults to choose from.

**Expected Outcome:** Greater consumer satisfaction through increased choice for older adults receiving MOW.

**Objective D2:** Provide SAVVY Caregiver classes to a minimum of 85 individual caregivers.

**Time Line:** 2010-2012

**Activities:** a. Maintain at least three SAVVY Master Trainers in Region 6.  
b. Train at least four SAVVY Leaders  
c. Provide at least eleven SAVVY Caregiver classes for 85 unduplicated caregivers during 2010.  
d. Provide at least eleven SAVVY Caregiver classes for 110 unduplicated caregivers during 2011.  
e. Offer respite care to each family attending the SAVVY Caregiver classes, implementing a cost-share.  
f. Develop a plan to continue SAVVY Caregiver classes after grant has ended for 2012.

**Expected Outcome:** At the end of the SAVVY Caregiver classes 85% of caregivers will show increased confidence and decreased stress in their caregiver role.

**Objective D3:** Provide cultural competency training to a minimum of twenty Aging Network Providers.

**Time Line:** 2010

- Activities:**
- a. Develop training materials.
  - b. Include the training on agenda for an on-going providers meeting.
  - c. Publicize the training at Aging Network Meeting two times in advance of the training.
  - d. E-mail or mail all Aging Network providers a flyer promoting the training.
  - e. Provide the training and have the participants complete an evaluation.

**Expected Outcome:** Increase awareness and sensitivity to unique cultural characteristics of consumers.

**Objective E1:** Provide a minimum of 3000 educational information to older adults regarding Census 2010.

**Time Line:** 2010

- Activities:**
- a. Staff participation in local and regional meetings to develop a plan of information dissemination.
  - b. Develop or select information for older adults regarding Census 2010.
  - c. Host one meeting of providers of services for aging adults regarding Census 2010.
  - d. Promote Census 2010 through at least one radio spot or interview.

**Expected Outcome:** A greater number of older adults will complete Census 2010.

**Objective E2:** Provide Housing Specialist services at TCOA.

**Time Line:** 2010-2012

- Activities:**
- a. Add information regarding the Housing Specialist to TCOA web-site.
  - b. Attend at a minimum of 10 Housing Authority meetings.
  - c. Host at least two meetings of housing managers and owners.
  - d. Develop a Housing Resource guide.
  - e. Provide housing resource information to at least 50 individuals in Region 6.
  - f. Establish relationships with housing developers.

**Expected Outcome:** Older adults and persons with disabilities will have increased to affordable and accessible housing.

## **V. PROGRAM DEVELOPMENT Part II Grants that you are participating in.**

TCOA was one of the four AAA that participated in the Nursing Home Diversion (NHD) I and are now part of NHD II. A designated staff person was hired as an Independent Living Consultant. TCOA staff participates in various OSA meetings that include training, targeting & evaluation, partner agencies and policy. Goal of the policy meeting is to incorporate NHD, person centered thinking and flexibility of services funds into service definition with minimum standards. This agency is committed to providing NHD even after the grant funding is gone.

Beginning Fiscal Year 2009, TCOA was also selected as grant partner with OSA to make available SAVVY Caregiver training through an Administration on Aging, Alzheimer's Disease Demonstration Grant (ADDG). Two TCOA staff and one from the Great Lakes Alzheimer's Association were trained and are in the process of becoming master trainers. Not only will they provide Savvy Caregiver training but will train leaders who will then expand the number and locations where caregivers can receive the training. TCOA is committed to monitoring fidelity to assure consistency and quality in the training session provided in the service area.

The TCOA through Project Choices is involved with funding to establish a system of consumers transitioning from a nursing home or from their own home into an licensed assisted living facility. Prior to this time MI Choice (Home & Community Based Waiver) was prohibited from using Medicaid funds to purchase services in a licensed assisted living facility. Project Choices cannot pay for room and board, only for services above what that type of facility provides.

TCOA and Health For Life Consulting, an annual contractor for older adult fitness, are both partners with a group that is increasing the availability of PATH in the region. PATH is a evidence based chronic disease management program. This particularly grant from Centers for Disease Control through MI Department of Community Health is for three years and FY 2010 will be the second year. The goal is to have 55 adults participate in a PATH program. Other partners are Ingham County Health Department, Physicians Health Plan, Michigan State University Extension, Tendon for Diabetes outreach and the National Kidney Association.

## 2. Person Centered Thinking/Self Determination

The TCOA has long been committed to listening to consumers and valuing their expressed needs and desires. In 2005 TCOA was designated a Pioneer partner with MDCH Office of Long Term Care Supports and Services to develop self-determination. This model of service provision is consumers hiring, training and supervising their direct care workers (DCW). During this period trainings on person centered thinking (PCT) were provided. All TCOA Project Choices' staff and many others from the agency participated. The grant ended in March 2008.

The Tri-County Office on Aging embrace the philosophy of **Person-Centered Thinking**. In the past, Medicaid or other regulatory standards have governed the process of developing care plans for persons requiring long-term care. The **Person-Centered Thinking** philosophy recognizes that all participants are unique individuals with needs, wants, goals and dreams. Most people want the same things from life - an interesting and meaningful daily life; close relationships with others; opportunities to socialize and enjoy recreation, opportunities to develop talents and abilities; to be a part of and contribute to the community and feel valued and important. The **Person-Centered Approach** was designed to encourage people working with individuals in Long-Term Care situations to view the individual's needs through their eyes and to honor their preferences, choices and abilities. The benefits of the Person-Centered Approach include:

- Individualized Planning Sessions
- Increased respect of cultural preferences
- Gathering together a group of committed allies who support you
- A focus on what an individual can do, not what they can't do
- Additional choices for our MI Choice/Project Choices participants –  
Traditional service delivery or Self Determination

As the **Person-Centered approach** continues and builds on the strengths of our system health and safety are still top priorities. Also family involvement is essential. Although person-centered services are a new way of thinking it will be achieved within existing resources. It will not require new appropriations nor will it require a reduction in services now being provided. Person Center Services will not resolve all the difficulties an individual may face but it provides new tools and processes for achieving the results an individual and their family want.

PCT language stating TCOA's commitment has been included in agency brochures, on the TCOA's web-site, and included in outreach presentations. The Advisory Council and Administrative Board have also been provided information on PCT. TCOA's partnership with OSA through the Nursing Home Diversion (NHD) grant provided additional PCT training to Care Managers and initial training to other TCOA staff including Meals-On-Wheels, Information & Assistance (I&A), Outreach/Grants Manager and Administrative staff. TCOA's annual contractors; including I&A, legal, Long-Term Care Ombudsman; also participated in PCT training through this NHD.

### 3. Building regional capacity

Over 20 years ago TCOA went to a system of Direct Purchase of Service (DPOS), working with Project Choices, as opposed to the more traditional model of annual contracts to provide in-home services. Instead of one agency that provided personal care, homemaker or in-home respite now there is a pool of 40 agencies a consumer can receive services. This allows for more choice for an individual as to agency and direct care provider as well as day and time of service.

Another area of regional development is volunteer respite. Approximately 20 years ago TCOA staff worked with a local advocacy group to increase respite and respite options in the community. The Dioceses of Lansing received a Brookdale grant to start volunteer respite programs in a nine county area, locally called Capital Area Interfaith Respite (CAIR). Staff was directly involved in developing the model and all faith communities were asked to participate. As the grant ended St. Vincent/Catholic Social Services housed the program and they wrote for a TCOA annual grant and were funded. The program still is in the community but now part of RSVP and matches volunteers with families that need the assistance.

Since 1977, when the Michigan Office of Services to the Aging and Ingham County approached Tri-County Office on Aging (TCOA) to provide directly the Nutrition Program, this agency has made providing meals to every senior in need of this service high priority. TCOA began administration of the service when only Congregate Meals were provided in the City of Lansing with five seniors having meals delivered to their home by staff. Now the Nutrition Program has 27 Senior Dining Sites located throughout Clinton, Eaton and Ingham Counties. The Meals-On-Wheels program is able to deliver meals anywhere in the three counties to older adults needing the service.

Over the years TCOA has advertised, and will continue to do so, the availability of the nutrition funds in the newspaper along with the other request for proposal dollars. No agency or individual has ever submitted a proposal. A couple of times an organization has requested to review the minimum standards but never pursued it further. Prior to the beginning of the capital campaign in 1997 and 1998 to raise local funds to build a new kitchen another potential contractor was solicited but there was no interest.

The community has supported TCOA's Nutrition Program for all these years. There are over 1,800 volunteers who provide hundreds of hours in helping MOW and/or the Senior Dining Sites to provide meals seniors and help keep costs down. Often volunteers are committed to an organization; any major change could jeopardize this resource. Local businesses, churches, public transportation, counties and cities work together and see that all seniors in need of a meal receive one. The Tri-County Aging Consortium Administrative Board is also committed to having the agency provide the meals directly. There is trust and a common mission between these individuals, organizations and TCOA.

## VI. ADVOCACY STRATEGY

The Tri-County Office on Aging (TCOA) advocates for seniors and persons with disabilities to help assure that they can live as independently as possible. The second goal of the mission statement, which is to promote and preserve the independence and dignity of the aging population, is to advocate for adequate resources and sound public policy.

Advocacy is done on the National, State and local levels. TCOA's membership in the Michigan Association of Area Agencies on Aging (M4A) and the National Association of Area Agencies on Aging (N4A) provides timely information on the important issues and bills being discussed and voted on in the National and State legislatures. Through the M4A TCOA has participated and plans to continue efforts to promote, reopen and maintain if not expand the MI Choice program, locally known as Project Choices, in Region 6 and state-wide. Many agencies, programs and individuals in Region 6 are also on the statewide coalition in support of MI Choice.

The TCOA Advisory Council appoints three representatives to sit on the Michigan Senior Advocates Council (MSAC). The MSAC representatives report back to the Advisory Council at their monthly meetings on proposed legislation and issues being worked on. The Advisory Council's opinion is also sought and at times a resolution sent in support of an issue. Typical concerns of this group are health coverage (Medicare & Medicaid), income (Social Security, Supplemental Security Income and pension security) and public utility costs and regulation. Two local seniors also are representatives to the Michigan Office of Service to the Aging Advisory Council. Local State Advisory Council members attend the Advisory Council meetings and share information.

The TCOA Executive Director is a member of the M4A Steering Committee that planned the first Older Michiganian's Day in June 2008; and is working on the event again for June 24, 2009. The event is held on the Michigan Capital lawn with elected officials speaking. In 2008 TCOA had 24 older adults from the region attend and with MSAC members visited local elected officials to seek support for the advocacy platform with the two strategies: support long term living and care options and promote livable communities for all ages.

When the TCOA Advisory Council membership has a concern they seek out more information and may support an issue through a resolution or write a letter expressing their opinion. This information is then shared with the appropriate individual(s) or organizations. Periodically information on how to advocate as an individual is provided, which includes tips on advocacy and names and addresses of National and State elected officials. The Advisory Council membership is encouraged to personally express their ideas and to encourage other groups they are involved with to do the same.

TCOA promotes individual advocacy by seniors. Again, tips on advocacy and elected officials names and addresses are provided to senior groups, such as Senior Dining Sites and retirement groups. Seniors are also encouraged to let local elected officials know their opinion on an issue.

The Tri-County Aging Consortium Board is kept informed of National and State issues and also expresses their concern or support on issues. Because they are all elected officials or their appointees, these individuals are advocates at their respective units of government in support of seniors.

## VII. COMMUNITY FOCAL POINTS

### *Definition & Rationale for Selection*

The rationale for the selection of the community focal points is to have a central place and/or cultural center within each community where seniors go or identify as a place to access or find out about services. Also, each identified focal point has a paid staff person who has responsibility to work with seniors.

The Tri-County Office on Aging defines a community as a specific geographical location where persons live within a larger society and share a common interest or a group of persons sharing a common cultural background. In the tri-county area, those living in a designated geographical boundary within an area will be identified as living in the same community. For example, an older person living within the geographical boundaries of St. Johns in Clinton County will share the same community and identify with the Information and Assistance (I&A) offices as well as the Clinton County Senior Citizens Drop-In Center in St. Johns. A cultural center in the community where persons of similar heritage congregate and/or access services is also identified as a focal point.

The Tri-County Aging Consortium Administrative Board is made up of County Commissioners from Clinton (2), Eaton (3) and Ingham (3) Counties and Lansing (4) and East Lansing (1) City Council members or their designee (See Appendix B). Also, the aforementioned local units of government appoint the senior members of the Advisory Council and this Board approves agency representatives. The Administrative Board is charged with the responsibility of overseeing the functions of the Tri-County Office on Aging and is responsible for all phases of the Area Plan. This includes the identification of Community Focal Points in the region. The Advisory Council reviews documents and makes recommendations to the Board.

With the consensus of the Administrative Board, Advisory Council, senior citizens and Tri-County Office on Aging staff, community focal points are to be identified as the I&A Offices (senior citizens offices) senior centers in each county, and TCOA. The senior community identifies their local senior centers, senior citizens offices and/or community centers as a place to go to receive information and/or services for senior citizens in their respective communities. In the tri-county area, there are two focal points identified in Clinton County; five in Eaton County; three in Ingham County other than the cities of Lansing and East Lansing; and three in the City of Lansing and one in the City of East Lansing.

In addition to the I&A Offices located in each county and Tri-County Office on Aging, several senior/community centers are identified as focal points. The seniors in the community meet at senior/community centers for various reasons and identify them as a place to go if they need additional services and/or information about senior citizen resources. The agency is particularly sensitive to the needs of minorities in the community and identified three centers where the majority of participants are from minority ethnic/cultural backgrounds. For those focal points, the definition is an ethnic/cultural boundary where persons sharing similar cultural backgrounds gather.

The rationale used for defining a community is based on the input from staff and senior citizens in the region. In terms of identifying a community, staff has taken into consideration certain factors such as geographical area; where people go to buy groceries, shop for clothing, receive medical care and attend religious services; and where seniors go to ask for information/assistance. Also, community includes where seniors of a specific ethnic/cultural background gather and/or go to receive information/assistance.



## VII. Community Focal Point Listing

Fiscal Years 2010-2012

Tri-County Office on Aging, Region VI

<b>CLINTON COUNTY</b>		<b>Boundaries</b>	<b># 60+ in Community</b>	<b>Services</b>
Capital Area Community Services Clinton County Service Center 1001 S. Oakland St. Johns, MI 48879 Pauline Baert (517) 224-7998 www.cacs-inc.org		So. - Sheridan Rd., No - Gratiot Rd. W. - Hubbardston Rd. (Lebanon Twp.) (Clintonia Rd., Dallas, Westphalia, Eagle Twp.) E. - Meridian Rd. - 573 Square Miles	7,515	Information & Assistance. MAPP, Income Tax Assistance, Commodity Food
Clinton County Drop-In Center 201 S. Walker St. Johns, MI 48879, JoAnne Sullivan (517) 224-4257 www.ci.saint-joins.mi.us/community		So. - Center Line No. - Gratoit Road W. - Clintonia (Hubbardston) E. - Meridian Road	3,434	Dining Site, Information Presentations, Senior Center Activities, Exercise
<b>EATON COUNTY</b>		<b>Boundaries</b>	<b>#60+ in Community</b>	<b>Services</b>
Capital Area Community Services Eaton County Service Center 1370 N. Clinton Charlotte, MI 48813, Shirley Ripley 517-543-6079/517-482-3005 www.cacs-inc.org		All of Eaton County So -Baseline Hwy. No. - Eaton Hwy. W. - Hager Rd. E. - Waverly Rd. - 579 Square Miles	12,667	Information & Assistance, MAPP, Income Tax Assistance, Commodity Food
Rocking Chair Deserters Senior Center 201 Grand Eaton Rapids, MI 48827 Judy Nichols (517) 663-2335 No website		So. - Baseline Hwy No. - Davis Hwy W. - Five Point - Curtis Kinsel Hwy E. - Waverly Road	4,886	Senior Center, Senior Dining Site, Information, Activities, Exercise
Waverly 39ers Senior Center Waverly School (East) 4538 Elizabeth Lansing, MI 48917 Kit Frey (517) 484-5600 www.deltami.gov/parks/deltawaverly39sprogr am.htm		So. - Willow Hwy. (Taylor) No. - Eaton Hwy W. - Royston Road E. - Waverly	3,949	Senior Dining Site, Senior Center, Transportation Coordination, Activities, Exercise
Delhi Township Senior Center 2108 S. Cedar Holt, MI 48842 Mark Jenks 517-691-1549		So. - Nichols Road No. - Jolly, Willoughby and I96 W. - Waverly Road E. - College Road	2,400	Senior Center, Activities, Dining Site, Exercisc. Activities, Trips.

## Tri-County Office on Aging, Region VI

Eaton County		Boundaries	# 60 + in community	Services
Eaton Area Senior Center 804 S. Cochran Charlotte, MI 48813 Cindy Miller 517-541-2934 No website.		Service area is all of Eaton County.	17,751	Senior Center, Dining Site, Information, Activities

Ingham County	Boundaries	#60 + in Community	Services
Tri-County Office on Aging 5303 S. Cedar St. Lansing, MI 48911-3800 Deb Arendsen 517-887-1440 <a href="http://www.tcoa.org">www.tcoa.org</a>	Lansing & East Lansing Serves Clinton, Eaton & Ingham Counties For Project Choices	59,806	I&A, Caregiver I&A, MMAP, Care Management/Case Coord. Project Choices, Meals-On- Wheels, Outreach, Crisis Services, Refugee Services, Advocacy, Income Tax Assistant, Senior Meeting Facility
Cristo Rey Comm. Center 1717 N. High St. Lansing, MI 48906, Sally Arias (517) 372-4700 <a href="http://www.cristo-rey.org">www.cristo-rey.org</a>	Tri-County Focal for Seniors of Hispanic Origin in Clinton, Eaton and Ingham Counties	902 (1990 Census)	I&A Spanish Speaking, Transportation, Dining Site, Cultural Activities, Senior Center
Letts Community Center 1220 W. Kalamazoo Lansing, MI 48915 Robin King-Anderson (517) 483-4311	Encompasses all of the City of Lansing	18,008	Senior Center, Dining Site, Activities
Prime Time, East Lansing 819 Abbot Rd East Lansing, MI 48823 Kelly Arndt 517 337-1113 <a href="http://www.cityofeastlansing.com/primetime">www.cityofeastlansing.com/primetime</a>	So - Mt. Hope/Fores/Bennett No - 2 Miles N. of Lake Lansing Rd. W-U.S. 127/Collins E.- Abbot/Hagadorn/College.	3,015	Information & Assistance Senior Center, Exercise, Activities/Classes
Meridian Senior Center Chippewa Middle School 4000 N. Okemos Rd., Okemos, MI 48864 Cherie Wisdom 517-349-2209 x 1 <a href="http://www.okemoschools.net/education">www.okemoschools.net/education</a>	So. - Jolly Rd. No. - Ingham - Clinton County Line W. - Abbot/ Hagadorn/Timberland/College E. - Meridian Rd.	4,306	Senior Center, Dining Sites Activities
Ingham County	Boundaries	#60 + in Community	Services
Williamston Senior Center	So. - Howell Rd. Vantown		Senior Center, Dining Site

201 School St. Williamston, MI 48895 Nancy Williams (517) 676-1081 <a href="http://www.wmston.k12.mi.us/communityseniorcenter">www.wmston.k12.mi.us/communityseniorcenter</a>	No. - Milton Rd. W. - Meridian Road E. - Wallace Road - Herrington	3.980	Information, Activities
Capital Area Community Services Rural Ingham Service Center 407 N. Cedar Mason, MI 48854 Yolanda Botello 517-676-1081 <a href="http://www.cacs-inc.org">www.cacs-inc.org</a>	So. - Baseline Rd., So. State Rd. W. - Waverly Rd., E-Herrington Rd/Locke Twp. Wallace/LeRoy Twp Kane (White Oak and Stockbridge (Twp.) - 515.5 Square Miles	13.773	I&A, MAPP Income Tax Assistance Transportation Assistance. Commodity Food

**APPENDIX A**  
**BOARD OF DIRECTORS MEMBERSHIP**  
**Fiscal Year: 2009**

Area Agency: Tri-County Office on Aging, Region 6

DEMOGRAPHICS							Total
	Asian/Pacific Island	African American	Arab/Chaldean	Native American/Alaska Native	Hispanic Origin	Persons with Disabilities	
Total Membership		1				0	9
Age 60 or Over		1				0	4
							5

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Sandy Allen	City of Lansing	Lansing City Council	X		
Kathie Dunbar	City of Lansing	Lansing City Council	X		
Joan Jackson-Johnson	City of Lansing	Lansing City Council Appointee		X	
Chris Swope	City of Lansing	Lansing City Clerk	X		
Diana Goddeeris	City of East Lansing	East Lansing City Council	X		
Joe Brehler	Eaton County	Eaton County Commissioner	X		
Theresa Abed	Eaton County	Eaton County Commissioner	X		
Linda Keefe	Eaton County	Eaton County Commissioner	X		
Steve Dougan	Ingham County	Ingham County Commissioner	X		
Rebecca Bahar-Cook	Ingham County	Ingham County Commissioner	X		
Laura Davis	Ingham County	Ingham County Commissioner	X		
Eileen Heideman	Clinton County	Clinton County Commissioner	X		
Jack Enderle	Clinton County	Clinton County Commissioner	X		

**APPENDIX B**  
**ADVISORY COUNCIL MEMBERSHIP**      *Fiscal Year: 2010*

Area Agency: *Tri-County Office on Aging, Region 6*

DEMOGRAPHICS									
	Asian/Pacific Island	African Am	Arab Chaldean	Native American/Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total	
Total Membership		3			1	2	13	22	
Age 60 or Over		1			1	1	8	13	
NAME of ADVISORY COUNCIL MEMBER					GEOGRAPHIC AREA		AFFILIATION		
Frank DeRose				City of East Lansing				East Lansing City Council Appointment	
Dolores Ward				City of Lansing				Lansing City Council Appointment	
Vacant				City of Lansing				Lansing City Council Appointment	
Fritz Kellermann				Eaton County				Eaton County Commissioner Appointment	
Gloria Kovnot				Eaton County				Eaton County Commissioner Appointment	
Tomas Velasquez				Eaton County				Eaton County Commissioner Appointment	
Betty Cekel				Ingham County				Ingham County Commissioner Appointment	
Gloria Thomas				Ingham County				Ingham County Commissioner Appointment	
Vacant				Ingham County				Ingham County Commissioner Appointment	
Elaine A. Thelen				Clinton County				Clinton County Commissioner Appointment	
Donald Kaufman				Clinton County				Clinton County Commissioner Appointment	
Al Swain				Tri-County				Capital Area Center for Independent Living	
Chad Johnson				Ingham County				Bethlehem Temple Church/The Bread House	
Mary Maher				Tri-County				Visiting Nurse Service of Michigan	
Michelle Townsend				Tri-County				CEI Community Mental Health	
Julie McCarthy				Tri-County				Social Security Administration	
Sid Oakley				Tri-County				Tri-County Nutrition Council	
Linda Tokar/David Martin				Eaton County				EATRAN – Public Transportation	
Jerry Roe				Tri-County				Retired Senior Volunteer Program (RSVP)	
Kathi Dahlberg				Visiting Physicians Association				Tri-County	
Toby Powell				Ingham County				Sparrow Specialty Hospital	
Angela Wright/Tonya Randal				Clinton County				Clinton Department of Human Services	
Gary Pollitz				Ingham County				Mareck Family & Geriatric Services	
Rudy Wilson				Ingham County				Nat'l Caucus on Black Aged, Lansing Chapter	

# APPENDIX C

## CURRENT PROVIDERS DEMOGRAPHICS

Tri-County Office on Aging

Fiscal Year 2010

Cluster 1 providers	DEMOGRAPHICS							
	Asian/Pacific Island	African Am.	Arab/Chaldean	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Number of contractors		4					13	20
Number of employees of contractors	8	218	6	24	45	13	462	1054

As of 6/25/2007 will be updated

## APPENDIX D

### PROPOSAL REVIEW CRITERIA

Fiscal Years 2010-2012

*Tri-County Office on Aging*

Date criteria approved by AAA Board: June 2007

Outline new or changed criteria that will be used to select providers: No changes have been made in the Proposal Review Criteria since the Area Plan Fiscal Years 2007-2009.

The following criteria are used to guide the proposal review process. The numbering next to a statement/question corresponds to the Grant Application format. At the far left, the numbers indicate the points assigned to each of the criteria. There are a total of 100 points.

#### Points

- |           |           |   |
|-----------|-----------|---|
| <b>25</b> | <b>A.</b> | <b>Organization</b>   |
| 5         | 1.        | Is the purpose & structure clear and understandable, does it coincide with the funds being requested.   |
| 5         | 2.        | Experience in managing programs relative to the service.  |
| 8         | 3-5.      | Staffing, training and use of volunteers (if relevant) including longevity, minority, and bi-lingual.   |
| 7         | 6-7.      | Staff performance and quality assurance measures.   |
| <b>25</b> | <b>B.</b> | <b>Program Plan</b>   |
| 5         | 1.        | Is the service program plan practical and doable.   |
| 2         | 2.        | Outreach efforts to potential clients.  |
| 3         | 3.        | Ease and efficiency of referral process.  |
| 5         | 4.        | Client satisfaction initiatives; results of surveys should be provided for total points.  |
| 5         | 5-6.      | Impact on the community; including innovation & potential of continuation of program without TCOA funds (if relevant).                              |
| 5         | 7.        | Program duplication and how program would interface with others.  |
| <b>25</b> | <b>C.</b> | <b>Client Considerations</b>  |
| 10        | 1.        | Does the plan show how to reach older persons most in need.   |
| 10        | 2-4.      | Current clientele information, compliance, and daily average.   |
| 1         | 5.        | Priority criteria in place.   |
| 4         | 6.        | Emergency procedures clear, efficient and timely.   |
| <b>25</b> | <b>D.</b> | <b>Financial and Budget Considerations</b>  |
| 2         | 1.        | Agency budget process appropriate and goes through proper channels.   |
| 2         | 2.        | Audits appropriate and up to date.  |
| 2         | 3.        | Donation solicitation clear and appropriate.  |
| 4         | 4.        | Other resources to support the program, including but not limited to appropriate match (budget).  |
| 15        | 5.        | Cost per unit, cost per client and total cost of the program, compared to other bidders including cost-sharing procedure for those receiving funds. |

## APPENDIX E

### PLANNED ENTREPRENEURIAL ACTIVITIES

Fiscal Years: 2010 – 2012

List, for each year of the Multi-Year Area Plan, the entrepreneurial/fund raising activities in which the agency proposes to engage. List the estimated amount(s) of revenue to be gained and the purpose for which the funds will be used.

Activity: Fundraising

Amount Expected to raise: \$180,000

The following is information on the entrepreneurial/fundraising activities that TCOA proposes to engage in during Fiscal Years 2010-2012. The estimated amount(s) of revenue to be gained and the purpose for use of the funds are included.

TCOA has a fundraising arm, Friends For Life Coordinating Council (FFL), which is a group of community volunteers from business, unions, state governments and concerned citizens. They are committed to helping raise funds for and awareness of Meals-On-Wheels and other in-home services. Their main activities include a May Walk-A-Thon (March for Meals); Lansing Charity Golf Outing in early summer that also benefits Alzheimer's Association; action/raffle and dinner in the fall; and direct solicitation of funds through a mailing in late November and May. At times businesses are also approached to provide funds directly but most often organizations sponsor, participate or provide gifts for the above-mentioned activities. Because of FFL's efforts there is more information in the community about senior services, especially in the business community and with caregivers.

It is anticipated that about \$150,000 to \$200,000 will be generated annually from FFL activities. Costs associated with the business of fundraising is a portion of a part-time staff persons salary (\$15,000); green fees for golf and cost of food for the event; the meals cost for the annual dinner; letter head, envelopes and mailing costs for the solicitation letter. All net is allocated to in-home services other than MOW (\$45,000-85,000); and to Meals-On-Wheels (\$85,000-\$105,000); and \$5,500 to support the Information Specialist salary.

The TCOA, Meals-On-Wheels Nutrition Program also solicities funds directly from townships, villages and small cities in Region 6. It is projected to raise between \$20,000 - \$30,000 to only support Meals-On-Wheels.

The Nutrition Program provides some meals to employees in the Ingham County Human Services building and caters meetings in the building. All profits generated are used for the Nutrition Program.

Project Choices has also performed care management related activities for clients of the Family Caring Network System. TCOA has a written agreement with this organization to provide the service. There has been no revenue from this activity recently. The largest amount in past years has been about \$2,000; these funds are used in the Crisis Services for the Elderly Program.



## APPENDIX F

### Regional Service Definition

Fiscal Years: 2010 - 2012

#### Tri-County Office on Aging

Service Category: Community Service

Service Name: Crisis Services Energy Assistance

Service Definition: Assistance paying for a utility bill with a maximum of \$100 to \$200 and once per year per unduplicated client.

Unit of Service: One payment for qualifying utility bill.

#### Minimum Standards

1. This service will provide assistance to individuals sixty years of age and older living in Clinton, Eaton or Ingham counties.
2. Program staff shall assess each request for assistance through the Crisis Services for the Elderly process obtaining name, address, phone number, utility bill information and other resources the individual has approached for assistance.
3. The program shall maintain linkages with Information and Assistance Programs, utility companies, local Departments of Human Services and other local agencies that provide assistance for utilities.
4. The program shall develop a network of community resources to refer individuals to when other needs are identified.
5. Program staff shall be knowledgeable of community resources and have the ability to share information in a manner which empowers individuals and/or family members.

## APPENDIX F

### Regional Service Definition

Fiscal Years: 2010–2012

#### Tri-County Office on Aging

Service Category: Access Service

Service Name: Independent Living Consultant

Service Definition: Professional assistance provided to an individual identified to be at risk of nursing home placement (including family members and caregivers) to navigate available resources and supports through a person-centered approach.

Unit of Service: One month of service to each active participant.

#### Minimum Standards

1. Program staff shall be skilled in core capacities developed by the Michigan Office of Services to the Aging (OSA) that include, but are not limited to, person-centered planning and self-direction.
2. Each program shall employ staff with a bachelor's degree in a human service field or who, by training or experience, have the ability to provide assistance to persons identified to be at risk of nursing home placement. Employment of social workers and registered nurses is encouraged, but not required.
3. Each program shall maintain linkages with Information and Assistance Programs operating in the project area and establish protocols to identify potential participants for referral.
4. Each program shall maintain linkages and develop referral protocols with each Case Coordination and Support (CCS), Care Management (CM), MIChoice Waiver Program, Long-Term Care Connection (LTCC), Center for Independent Living (CIL), Veterans Medical Centers, and county offices operating within the project area in order to meet service needs and requests.
5. Each program shall develop a network of community resources and resource information, including non-traditional services and assistance, in order to meet non-traditional service needs and requests.
6. Program staff shall be knowledgeable of long-term care support options available within the project area and have the ability to develop relationships, build trust, and share information in a manner which empowers individuals and family members in deciding on and/or arranging for long-term care support services that best meet the participant's expressed needs and preferences. In addition, program staff shall educate participants about the person-centered approach, including self-direction, so that participants can understand their role and participate fully, if they wish.
7. The program shall provide a comprehensive written summary to the participant which details important issues discussed, participant desires and preferences, and identified strategies.
8. Each program shall provide public education and outreach services pertaining to ILC within the project area.
9. Each program shall track and report on participants as defined for NHD by OSA, or other funding sources.

FY 2010 – 2012 Multi-Year Plan  
ASSURANCES & CERTIFICATIONS  
For Fiscal Year 2010

The undersigned agency, designated by the Michigan Commission on Services to the Aging (CSA) to act as the Area Agency on Aging (AAA) within a given planning and service area (PSA), agrees to the following:

1. That the FY 2010-2012 Multi-Year Plan (MYP) includes an Annual Implementation Plan (AIP) covering the period October 1, 2009 through September 30, 2010.
2. To administer its AIP in accordance with the Older Americans Act (OAA), the Older Michiganians Act (OMA), federal and state rules, and policies of the CSA as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging (OSA).
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from OSA.
4. That any proposed revisions to the AIP initiated by the AAA will be made in accordance with procedures established by OSA.
5. That funds received from OSA will only be used to administer and fund programs outlined in the AIP approved by the CSA.
6. That the AAA will undertake the duties and perform the project responsibilities described in the AIP in a manner that provides service to older persons in a consistent manner over the entire length of the AIP and to all parts of the PSA.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved AIP.
8. That all services provided under the AIP are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the CSA and issued by OSA, including Care Management.
9. That the AAA will comply with all conditions and terms contained in the Statement of Grant Award issued by OSA.
10. That the AAA may appeal actions taken by the CSA with regard to the AIP, or related matters, in accordance with procedures issued by OSA in compliance with the requirements of the Older Michiganians Act and Administrative Rules.
11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.
12. That the AAA has in place a grievance procedure for eligible individuals who are dissatisfied with or denied services.
13. That the AAA will send copies of the AIP to all local units of government seeking approval as instructed in the Plan Instructions.
14. That the AAA Governing Board and Advisory Council have reviewed and endorsed the AIP.

The undersigned hereby submit the FY 2010 AIP that describes the initiatives and activities which will be undertaken on behalf of older persons within the PSA. We assure that these documents and subsequent Annual Implementation Plans represent a formal commitment to carry out administrative and programmatic responsibilities and to utilize federal and state funds as described.

FY 2010 – 2012 Multi-Year Plan

ASSURANCE OF COMPLIANCE  
with  
TITLE VI of the CIVIL RIGHTS ACT of 1964  
For Fiscal Year 2010

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

FY 2010 – 2012 Multi-Year Plan

ASSURANCE OF COMPLIANCE  
with the  
ELLIOT LARSEN CIVIL RIGHTS ACT

For Fiscal Year 2010

ASSURANCE OF COMPLIANCE WITH THE ELLIOT LARSEN CIVIL RIGHTS ACT, PA 453 OF 1976 AND THE PERSONS WITH DISABILITIES CIVIL RIGHTS ACT, PA 220 OF 1976.

The Applicant provides this assurance in consideration of and for the purpose of obtaining State of Michigan and Federal grants, loans, contracts, property, discounts or other State and Federal financial assistance from the Michigan Office of Services to the Aging.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

Non-Discrimination: In the performance of any grant, contract, or purchase order resulting herefrom, the Contractor agrees not to discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Contractor further agrees that every subcontract entered into for the performance of any grant, contract, or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as herein specified binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101 et seq, and any breach thereof may be regarded as a material breach of the grant, contract, or purchase order.

**MYP SIGNATURE PAGE  
OF THE FY 2010-2012 MULTI-YEAR PLAN  
AND  
FY 2010 ANNUAL IMPLEMENTATION PLAN  
FOR  
Tri-County Office on Aging**

This Multi-Year Plan (MYP) covers fiscal years 2010, 2011, and 2012 and includes the FY 2010 Annual Implementation Plan (AIP) beginning October 1, 2009 and ending September 30, 2010.

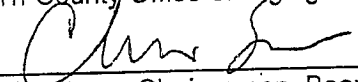
This MYP becomes valid upon approval by the Michigan Commission on Services to the Aging (CSA). It may be conditionally approved subject to all General and/or Special Conditions established by the CSA.

This MYP Signature Page may substitute for required signatures on documents within the MYP if those documents are specifically referenced on this signature page.

The Signatories below acknowledge that they have reviewed the entire MY including all budgets, assurances, and appendices and that they commit [Agency Name] to all provisions and requirements of thump.

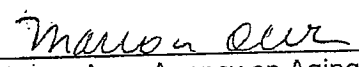
Signature Section:

\_\_\_\_\_  
Tri-County Office on Aging

  
\_\_\_\_\_  
Signature - Chairperson, Board of Directors

6/15/09  
\_\_\_\_\_  
Date

Chris Swope  
Typed Name

  
\_\_\_\_\_  
Signature - Area Agency on Aging Director

6/15/09  
\_\_\_\_\_  
Date

Marion T. Owen  
Typed Name

MULTI-YEAR DOCUMENTS REFERENCED BY THE SIGNATURE PAGE (Remove all that do not apply)

**Budget Documents:**

- FY 2010 Area Plan Grant Budget
- FY 2010 Direct Service Budget(s)
- Request to Transfer Funds
- Waiver for Direct Service Provision for: (List services)

**Assurances:**

- MYP Assurances and Certifications document
- MYP Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- MYP Assurance of Compliance with the Elliot Larsen Civil Rights Act

**Appendices:**

- Regional Service Definitions
- Agreement for Receipt of Supplemental Cash-in-lieu of Commodity Payments for the Nutrition Program for the Elderly
- Waiver of Minimum Percentage for a Priority Service Category

**MYP SIGNATURE PAGE  
OF THE FY 2010-2012 MULTI-YEAR PLAN  
AND  
FY 2010 ANNUAL IMPLEMENTATION PLAN  
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The Signatories below acknowledge that they have reviewed the entire MYP including all budgets, assurances, and appendices and that they commit [Agency Name] to all provisions and requirements of the MYP.

**Signature Section:**

\_\_\_\_\_  
Tri-County Office on Aging

\_\_\_\_\_  
Signature - Chairperson, Board of Directors

\_\_\_\_\_  
Date

Chris Swope  
Typed Name

\_\_\_\_\_  
Signature – Area Agency on Aging Director

\_\_\_\_\_  
Date

Marion T. Owen  
Typed Name

**MULTI-YEAR DOCUMENTS REFERENCED BY THE SIGNATURE PAGE (Remove all that do not apply)**

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GLOSSARY OF ACRONYMS

AAA	Area Agency on Aging
AAAAM	Area Agency on Aging Association of Michigan
AARP	American Association of Retired Persons
AD	Alzheimer's Disease
ADC	Adult Day Care
ADRC	Aging and Disability Resource Center
ADS	Adult Day Service
ADL	Activities of Daily Living
AFC	Adult Foster Care
AG	Attorney General
AIM	Aging in Michigan (OSA Publication)
AIP	Annual Implementation Plan
AIS	Aging Information System
ALF	Assisted Living Facility
4AM	Area Agencies on Aging Association of Michigan
AoA	Administration on Aging
APS	Adult Protective Services
BEAM	Bringing the Eden Alternative to the Midwest
ASA	American Society on Aging
CAP	Community Action Program
CBC	Citizens for Better Care
CM	Care Management
CMIS	Client Management Information System
CMS	Center for Medicare & Medicaid Services (formerly HCFA)
CNS	Corporation for National Service
COA	Commission on Aging/Council on Aging
CPHA	Community Public Health Agency
CR	Caregiver Respite (state)
CSA	Commission on Services to the Aging
DCH	Department of Community Health
DCIS/CIS	Department of Consumer and Industry Services
DHHS/HHS	U.S. Department of Health and Human Services
DHS	MI Dept. of Human Services (formerly the Family Independence Agency)
DMB	Department of Management and Budget
DoE	Department of Education
DoL	Department of Labor
DoT	Department of Transportation
DV	Domestic Violence
EPIC	Elder Prescription Insurance Coverage
ELM	ElderLaw of Michigan
FGP	Foster Grandparent Program
FTC	Federal Trade Commission
FY	Fiscal Year
GAO	General Accounting Office
HB	House Bill (state)
HCBS/ED	Home & Community Based Services for the Elderly and Disabled Waiver (HCBS/ED) program commonly known as MIChoice
HDM	Home Delivered Meals
HMO	Health Maintenance Organization
HR	House Bill (federal)
HSA	Health Systems Agency
I&A	Information and Assistance
I&R	Information and Referral
IADL	Independent Activities of Daily Living
IM	Information Memorandum
ioG	Institute of Gerontology
LEP	Limited English Proficiency
LSP	Legal Services Program



ETC	Long-Term Care	
MADSA	Michigan Adult Day Services Association	
MATF	Merit Award Trust Fund (formerly known as "Tobacco Settlement")	
MCO	Managed Care Organization	
MHSCC	Michigan Hispanic Senior Citizens Coalition	
MIACoA	Michigan Indian Advisory Council on Aging	
MICIS	MI Choice Information System	
MIS	Management Information System	
MLSC	Michigan Legal Services Corporation	
MMAP	Medicare/Medicaid Assistance Program	
MSA	Medical Services Administration	
MSAC	Michigan Senior Advocates Council	
MSC	Michigan Senior Coalition (formerly Senior Power Day)	
MSHDA	Michigan State Housing Development Authority	
MSG	Michigan Society of Gerontology	
MQCCC	Michigan Quality Community Care Council	
MYP	Multi-Year Plan	
N4A	National Association of Area Agencies on Aging	
NAPIS	National Aging Programs Information System	
NASUA	National Association of State Units on Aging	
NCBA	National Center on Black Aged	
NCOA	National Council on Aging	
NCSC	National Council of Senior Citizens	
NF	Nursing Facility	
NFA	Notification of Financial Assistance	
NFCSP	National Family Caregiver Support Program	
NIA	National Institute on Aging	
NISC	National Institute of Senior Citizens	
NSSC	National Senior Service Corps	
OAA	Older Americans Act	
OAVP	Older American Volunteer Program	
OHDS	Office of Human Development Services	
OMB	Office of Management and Budget (federal)	
OSA	Office of Services to the Aging	
OWL	Older Women's League	
PA	Public Act	
PI	Program Instruction	
PRR	Program Revision Request	
PSA	Planning and Service Area	
PY	Program Year	
RFP	Request For Proposal	
RSVP	Retired & Senior Volunteer Program	
SAC	State Advisory Council	
SB	Senate Bill (state)	
SCP	Senior Companion Program	
SCSEP	Senior Community Service Employment Program	
SEAQRT	Senior Exploitation and Abuse Quick Response Team	
SGA	Statement of Grant Award	
SMSA	Standard Metropolitan Statistical Area	
SNF	Skilled Nursing Facility	
SPE	Single Point of Entry	
SR	Senate Bill (federal)	
SS	Social Security	
SSA	Social Security Administration	
SSI	Supplemental Security Income	
SUA	State Unit on Aging	VA Veterans' Administration
TA	Technical Assistance	WHCoA White House Conference on Aging
TCM	Targeted Case Management	
USDA	United States Department of Agriculture	